Dear [Supervisor Name],

I am seeking out certification to promote my skills and knowledgebase in vascular access care. I believe that the Vascular Access Certification Corporation’s (VACC) Vascular Access Board Certified™ (VA-BC™) credential promotes my professional growth and gives [institution name] a competitive edge in safe patient care.

The VA-BC™ is an accredited certification by the National Commission for Certifying Agencies. The exam is the standardized measure of the basic knowledge, skills and abilities expected of professionals working in vascular access. It is multidisciplinary in scope and includes the broad range of health care professionals and clinicians actively engaged in the practice of vascular access, which includes (but is not limited to) MDs, PAs, NPs, RNs, LPN/LVNs, RTs, Infection Control, Educators, and EMS professionals.

VACC offers a voucher program, where an institution can purchase exam or recertification applications in bulk at the lowest rates. Vouchers are valid for two years and demonstrate an employer’s commitment to their patient’s safety and their employees’ skills and knowledge in vascular access.

The VA-BC™ tests a clinician’s knowledge of the following:

1. Vascular access device assessment and selection
2. Patient assessment, preparation, and insertion
3. Care and maintenance of vascular access
4. Troubleshooting, complications, and interventions
5. Interpersonal and communication skills
6. Professional development
7. Legal and ethical considerations

I’m requesting [x amount of] vouchers, which will total to [see [exam](https://www.vacert.org/voucher-program-exam/) or [recertification](https://www.vacert.org/voucher-program-recertification/) voucher pricing to determine your price]. Once I pass, I will retain the nationally recognized VA-BC™ credential for 3 years, at which point I will qualify for recertification.

The VA-BC™ credential not only implies skill in vascular access, but it can also give the patients that we care for each day a sense of trust and confidence in their caregiver’s abilities.

Over 4,900 vascular access specialists hold the VA-BC™ credential, and I would like to [“join”/ “maintain my place among” depending on if you are taking the exam for the first time or recertifying] these credentialed individuals to promote [institution name] as an institution that not only cares for its patients’ safety but also its employees’ continual learning. I hope that you will consider helping me on the road to certification. Thank you for your time.

Sincerely,

[Your Name]