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## POLICY 16 - CCI OFFICIAL EXAMINATION QUALIFICATION AND ADMISSION TO THE EXAMINATION

### I. General

Any individual wishing to apply to sit for a credentialing examination administered by CCI must submit a completed current CCI Application and all required supporting documentation. All applications must be mailed to the CCI National Office and contain original signatures. All applications are reviewed by a qualified staff member. Each application is sorted, date stamped, reviewed for completeness (including conformity with eligibility qualifications and supporting documentation), fee payment and signature

### II. Eligibility Requirements

- A. In addition to the individual exam qualifications provided by this Policy, all applicants must meet the following general requirements at the time of application:
1. Possession of a high school or general education diploma,
  2. Testament that the applicant has never been convicted of or disciplined for an offense that would be deemed harmful to the public or inappropriate to the profession (see CCI's Ethics and Judicial Policy), Applicant may not be the matter of or subject to an investigation, suspension, or sanction by the CCI Board of Trustees for a violation of any provision of CCI's Ethics and Judicial Policy."
- B. All enclosures are sent with the application. Incomplete applications will be subject to policies regarding release of an Authorization To Test (ATT). If an application was made within the previous six (6) months, documents proving eligibility are not necessary, as long as they meet the stated qualifications for the examination choice.
- C. Photocopied applications will not be accepted.
- D. Applications must include the original signature of the candidate requesting examination.



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### III. Eligibility Requirements for Certification Level Examinations

Certificate Level Credentials administered by the Corporation are awarded through a one-part examination process. The designation will be awarded with a certificate to successful candidates, with the minimum cut score established by the appropriate Examination Committee through a psychometrically valid Cut Score Analysis. Qualifications for this examination are as follows:

1. Currently enrolled as a student or a graduate of a cardiovascular or accredited allied health training program. Completion certificate and/or transcripts OR a Student Verification Letter (SVL) from the Program Director is required with application.
2. Currently employed or previously employed in the field of Cardiovascular Technology or in a recognized allied health field. (Recognized by the American Medical Association (AMA)). An Employment Verification Letter (EVL) is required with related cardiovascular training.
3. Completion of the requirements for a graduate or undergraduate degree from a recognized institution in a field related to science or physical health. Completion certificate and/or transcripts OR a Student Verification Letter (SVL) from the Program Director is required with application.
4. Volunteer service in the field of cardiovascular technology for a minimum of two years. An Employment Verification Letter (EVL) is required with related cardiovascular training.

### IV. Eligibility Requirements for Registry Level Examinations

Registry Level Credentials administered by the Corporation are awarded through a one-part examination process. The designation will be awarded with a certificate to successful candidates, with the minimum cut score established by the appropriate Examination Committee through a psychometrically valid Cut Score Analysis. The candidate must pass the specific Registry Examination. The Board of Trustees reserves the right to request any additional information to qualify an applicant.



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CCI's registry level credentials are:

- RCCS-Registered Congenital Cardiac Sonographer
- RCES-Registered Cardiac Electrophysiology Specialist
- RCIS-Registered Cardiovascular Invasive Specialist
- RCS-Registered Cardiac Sonographer
- RPhS-Registered Phlebology Sonographer
- RVS-Registered Vascular Specialist

Qualifications for this examination are as follows:

A. RCCS-Registered Congenital Cardiac Sonographer

1. Two years of full-time or full-time equivalent on-the-job experience in cardiac ultrasound at the time of application. The applicant must have performed a minimum of 600 cardiac ultrasound studies at the time of application. (It is anticipated, but NOT required, that the successful candidate will have performed a minimum of 150 adult congenital/pediatric studies per in the two years prior to the submission of the application.)

The required supporting documentation includes:

Employment Verification (EVL) (Should not be older than six months from the date the application is received at CCI headquarters)

In the EVL, the medical director(s) must confirm the number of studies performed during the applicant's employment.

2. A graduate of a diploma, associate, or baccalaureate academic program in health science (including, but not limited to, cardiovascular technology, ultrasound, radiologic technology, respiratory therapy, or nursing)

AND

One year full-time or full time equivalent on the job experience in cardiac ultrasound at the time of application.

AND



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Performance of a minimum of 600 cardiac ultrasound studies in the applicant's career, which is defined as work experience and/or clinical experience gained during a formal educational program. (It is anticipated, but NOT required, that the successful candidate will have performed a minimum of 150 adult congenital/pediatric studies per in the two years prior to the submission of the application.)

The required supporting documentation includes:

Completion certificate and/or educational transcripts

AND

Employment Verification (EVL) (Should not be older than six months from the date the application is received at CCI headquarters)

AND

Clinical Experience Letter (CVL) (Only required for applicants submitting verification of the number of studies completed during formal educational program)

In the CVL verification letter(s) the medical director(s) and/or program director(s) must confirm the number of studies performed during the applicant's employment and/or during the academic program.

3. A graduate of a programmatically accredited program in adult congenial or pediatric cardiac ultrasound

The required supporting documentation includes:

Completion certificate and/or educational transcripts

AND

Student Verification Letter (SVL)



D. RCES-Registered Cardiac Electrophysiology Specialist

1. Two years of full-time or full-time equivalent work experience in diagnostic and interventional cardiac electrophysiology. (It is anticipated, but NOT required that the successful candidate will have participated in a minimum of 200 diagnostic/ interventional cardiac electrophysiology studies and 300 device implants at the time of application.)

It is recommended, but not a requirement, that the applicant have experience in the following areas:

- Diagnostic/Interventional Studies
- Advanced Mapping
- Device Implants (pacemaker, ICD, and CRT)

The required supporting documentation includes:

Employment Verification (EVL) (Should not be older than six months from the date the application is received at CCI headquarters)

2. A graduate of a diploma, associate, or baccalaureate academic program in health science (including, but not limited to, cardiovascular technology, ultrasound, radiologic technology, respiratory therapy, or nursing)

AND

One year full-time work experience

It is anticipated, but NOT required that the successful candidate will have participated in a minimum of 200 diagnostic/ interventional cardiac electrophysiology studies and 300 device implants at the time of application in their career which is defined as work experience and/or clinical experience gained during a formal educational program.

It is recommended, but not a requirement, that the applicant have experience in the following areas:

- Diagnostic/Interventional Studies
- Advanced Mapping
- Device Implants (pacemaker, ICD and CRT)



The required supporting documentation includes:

Completion certificate and/or educational transcripts

AND

Employment Verification (EVL) (Should not be older than six months from the date the application is received at CCI headquarters)

3. Applicant must be a graduate of a programmatically accredited program in electrophysiology.

The required supporting documentation includes:

Completion certificate and/or educational transcripts

AND

Student Verification Letter (SVL)

- E. RCIS-Registered Cardiovascular Invasive Specialist

1. Two years of full-time or full-time equivalent work experience  
(NOTE: This qualification pathway will be eliminated on July 1, 2013)

The required supporting documentation includes:

Employment Verification (EVL) (Should not be older than six months from the date the application is received at CCI headquarters)

2. A graduate of a diploma, associate, or baccalaureate academic program in health science (including, but not limited to, cardiovascular technology, ultrasound, radiologic technology, respiratory therapy, or nursing)

AND

One year full-time work experience

AND



600 cardiac diagnostic/interventional procedures in their career which is defined as work experience and/or clinical experience gained during a formal educational program

The required supporting documentation includes:

Completion certificate and/or educational transcripts

AND

Employment Verification (EVL) (Should not be older than six months from the date the application is received at CCI headquarters)

In the verification letter(s) the medical director(s) and/or program director(s) must confirm the number of studies performed during the applicant's employment and/or during the academic program.

3. Applicant must be a graduate of a programmatically accredited program in electrophysiology.

The required supporting documentation includes:

Completion certificate and/or educational transcripts

AND

Student Verification Letter (SVL)

- F. RCS-Registered Cardiac Sonographer

1. Two years of full-time or full-time equivalent on-the-job experience in cardiac ultrasound at the time of application. The applicant must have performed a minimum of 600 cardiac ultrasound studies at the time of application.

The required supporting documentation includes:

Employment Verification (EVL) (Should not be older than six months from the date the application is received at CCI headquarters)



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In the EVL, the medical director(s) must confirm the number of studies performed during the applicant's employment.

2. A graduate of a diploma, associate, or baccalaureate academic program in health science (including, but not limited to, cardiovascular technology, ultrasound, radiologic technology, respiratory therapy, or nursing)

AND

One year full-time or full time equivalent on the job experience in cardiac ultrasound at the time of application.

AND

Performance of a minimum of 600 cardiac ultrasound studies in the applicant's career, which is defined as work experience and/or clinical experience gained during a formal educational program

The required supporting documentation includes:

Completion certificate and/or educational transcripts

AND

Employment Verification (EVL) (Should not be older than six months from the date the application is received at CCI headquarters)

AND

Clinical Experience Letter (CVL) (Only required for applicants submitting verification of the number of studies completed during formal educational program)

In the CVL verification letter(s) the medical director(s) and/or program director(s) must confirm the number of studies performed during the applicant's employment and/or during the academic program.





3. A graduate of a programmatically accredited program in adult congenial or pediatric cardiac ultrasound

The required supporting documentation includes:

Completion certificate and/or educational transcripts

AND

Student Verification Letter (SVL)

- G. RPhS-Registered Phlebology Sonographer

1. Hold and Active RVS or RVT credential plus six (6) months (full-time or full-time equivalent) of diagnostic ultrasound employment experience in venous disease at the time of application.

AND

36 CEUs in the last four (4) years documented in venous disease, ultrasound diagnosis, or vascular anatomy.

The required supporting documentation includes:

Employment Verification (EVL) (from a supervising physician or credentialed lab director)

AND

Verification of status as "ACTIVE" from appropriate credentialing agency (example: copy of registrant card)

AND

CME Documentation



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2. An associate degree or equivalent college hours (62 semester hours) in health, science, natural science, nursing, engineering, or any primary science and one (1) year (full-time or full-time equivalent) diagnostic ultrasound employment experience in venous disease.

AND

36 CEUs in the last four (4) years documented in venous disease, ultrasound diagnosis, or vascular anatomy.

The required supporting documentation includes:

Completion certificate and/or education transcripts

AND

Employment Verification (EVL) (from a supervising physician or credentialed lab director)

AND

CME Documentation

3. A baccalaureate degree in health, science, natural science, nursing, engineering, or any primary science and six (6) months (full-time or full-time equivalent) of diagnostic ultrasound employment experience in venous disease at the time of application.

AND

36 CEUs in last four (4) years documented in venous disease, ultrasound diagnosis, or vascular anatomy

The required supporting documentation includes:

Completion certificate and/or educational transcripts

AND

Employment Verification Letter



AND

CME Documentation

4. Two years (full-time or full-time equivalent) employment experience in diagnostic ultrasound in venous disease at the time of application.

AND

36 CEUs in last four (4) years documented in venous disease, ultrasound diagnosis, or vascular anatomy

The required supporting documentation includes:

Employment Verification Letter

AND

CME Documentation (See page 62 for required format)

5. Valid license to practice medicine at the time of application

AND

Hold certification through the American Board of Phlebology or hold an active RVS, RVT, or RPVI credential

AND

Diagnostic ultrasound experience in venous disease Notarized letter from a supervising physician, indicated by performing or directly supervising a minimum of credentialed lab director, or office manager that 150 venous studies within the two years prior to the application.

The required supporting documentation includes:

Copy of Medical License

AND



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Verification of status as “ACTIVE” from appropriate credentialing agency  
(example-copy of registrant card)

AND

Notarized letter from a supervising physician, credentialed lab director, or office manager that verifies the number of venous studies performed or directly supervised and the period of time during which the studies were performed. (Physicians in solo practices may sign off on their own letters.)

6. Valid license to practice medicine at the time of application

AND

Diagnostic ultrasound experience in venous disease indicated by performing or directly supervising a minimum of 200 venous studies within the two years prior to the application.

The required supporting documentation includes:

Copy of Medical License

AND

Notarized letter from a supervising physician, credentialed lab director, or office manager that verifies the number of venous studies performed or directly supervised and the period of time during which the studies were performed. (Physicians in solo practices may sign off on their own letters.)

7. Valid license to practice medicine at the time of application

AND

Completion of a residency or fellowship that includes specialized clinical training in phlebology ultrasound performance and interpretation. Performance or direct supervision of a minimum of 200 venous ultrasound studies during the training program.

The required supporting documentation includes:

Copy of Medical License



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AND

Completion certificate and/or educational transcripts

AND

Notarized letter from program director/supervisor that verifies the program's length, the number of studies, and the period during which the studies were performed.

H. RVS-Registered Vascular Specialist

1. Two years of full-time or full-time equivalent work experience in vascular ultrasound. The applicant must have performed a minimum of 600 vascular ultrasound studies at the time of application.

It is recommended, but not a requirement, that the applicant have experience in the following areas:

- Carotid duplex ultrasound
- Transcranial Doppler
- Peripheral arterial physiologic
- Peripheral arterial duplex
- Venous duplex ultrasound
- Visceral vascular duplex ultrasound

The required supporting documentation includes:

Employment Verification Letter

In the verification letter the medical director(s) must confirm the number of studies performed during the applicant's employment.

2. A graduate of a diploma, associate, or baccalaureate academic program in health science (including, but not limited to, cardiovascular technology, ultrasound, radiologic technology, respiratory therapy, or nursing)

AND

One year full-time work experience



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AND

Performance of a minimum of 600 vascular ultrasound studies in their career, which is defined as work experience and/or clinical experience gained during a formal educational program.

It is recommended, but not a requirement, that the applicant have experience in the following areas:

- Carotid duplex ultrasound
- Transcranial Doppler
- Peripheral arterial physiologic
- Peripheral arterial duplex
- Venous duplex ultrasound
- Visceral vascular duplex ultrasound

The required supporting documentation includes:

Completion certificate and/or education transcript

AND

Employment Verification Letter

In the verification letter(s) the medical director(s) and/or program director(s) must confirm the number of studies performed during the applicant's employment and/or during the academic program.

3. Applicant must be a graduate of a programmatically accredited program in vascular ultrasound

The required supporting documentation includes:

Completion certificate and/or education transcript

AND

Student Verification Letter



## V APPLICATION POLICIES

### A. General

1. Applications may be received throughout the year and contain documents to support applications.
2. Payment must accompany the application and must be in the form of personal check, company check, money order or credit card authorization.
3. Applicants may be requested to send additional supporting documentation as requested by CCI.
4. Incomplete applications are processed; candidates will be contacted by CCI for required information.
5. Transcripts may be forwarded under separate cover. Foreign transcripts require US evaluation. Please go to CCI's website for details.
6. CCI will not supply information to anyone other than the applicant, unless authorization is given in writing to the CCI National Office by the applicant
7. Applicants have the right to appeal application qualification decisions, but cannot appeal the criteria upon which qualifications are based.
8. Falsification of applicant information may result in disciplinary action or revocation of credentials.
9. Special testing requests may be submitted in writing and require supporting documentation.
10. Candidates who are reapplying or seeking recertification do not have to enclose transcripts, resumes, or letters of verification, if application has been made within the previous two years and qualifications are met for the examination requested.
11. CCI reserves the right to request additional information in support of exam qualifications prior to the release of an Authorization To Test (ATT).



12. The national office will send candidates who have attempted an examination unsuccessfully a current application.
13. Candidates who fail an examination may reapply any number of times
14. The national office staff will contact the Chairperson of the Executive Committee for decisions on unusual situations not specifically defined by the official admission policies.
15. An application on file in the national office shall be considered inactive after a period of six (6) months without the applicant attempting to or being scheduled for any examination. (If re-application, if six (6) months or more have elapsed since the last application, additional information may be required to update the applicant information).
16. Candidates reapplying after a period of six (6) months since the last application may be required to submit additional information to update the applicant information.

B. Equivalent College Hours

Equivalent college hours is defined as 62 semester hours from a college or university accredited by its regional association or its equivalent courses and credit in health, science, natural science, nursing, engineering or any primary science.

C. Experience

1. "In the specific cardiovascular field" is defined as working as an individual whose primary occupation is providing, supervising or managing patient diagnosis and care as related to the functioning of the cardiovascular systems. This also includes teaching, research clinical or animal), and development of cardiovascular techniques/instrumentation.
2. (Primary occupation) Full time equivalent is defined as working a minimum of 35 hours per week or 1820 hours per year.





D. Students

1. Applicants may apply prior to graduation provided they submit the appropriate supporting documentation and authorization from their educational program
2. If this applicant is successful in passing the credentialing examination then the applicant is required to submit proof of graduation before the credential is awarded.

E. Transcripts:

1. Unofficial transcripts will be accepted. Transcripts must show dates of completion of graduate work or of courses being considered as equivalent college hours.
2. Transcripts may be submitted after application is made.

F. Falsification of Information:

Falsification of information on any CCI application or violation of CCI policies before, during or after examination will void the examination process/results and cause forfeiture of all fees. In cases where credentials have been awarded, the Board of Trustees will consider revocation after review. Any situation resulting in revocation of credentials or invalidation of results may result in legal action by the Board.

G. Applicants outside the U.S.A. / International Application

1. All examination fees should be made payable in U.S. funds by money order or certified check.
2. Foreign applicants applying who have the equivalent education to meet certification or registry requirements must provide a US evaluation of transcript prior to the examination.



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## H. Admission to the Examination Site

All CCI credentialing examinations are administered at testing locations of NCS Pearson, CCI's contractor in examination administration. The Authorization To Test (ATT) shall include information for the examination candidate to contact NCS Pearson and schedule the examination requested at a Pearson Testing Center. The ATT letter must be presented at the test site in order for a candidate to gain admittance to the examination. The ATT letter contains the name of the candidate, candidate identification number, the examination registered for, and the eligibility window.

The Candidate must bring two (2) non-expired forms of personal ID. The following forms of ID will be accepted as a Primary ID: government-issued driver's license, state/national ID card, military ID (with signature), alien registration card (green card, permanent resident visas), employee ID and school ID. The following forms of ID will be accepted as a Secondary ID: any ID on Primary list, Social Security Card, ATM card.

Candidates will not be admitted into the test center without proper personal identification that matches the name printed on the ATT letter. At least one (1) of the identification must contain the Candidates signature. Candidates will be fingerprinted and photographed for identification purposes during the admittance to the Pearson Testing Center.

## I. Refunds, Cancellations, Change Requests

1. Cancellations or requests for a change of examination date must be in writing and received three (3) business days prior to the scheduled examination date. Candidates must notify both CCI and NCS Pearson of the cancellation or requests for a change of examination date.
2. Upon written request, examination fees, less filing fees, will (be returned) be refunded to the candidate for all requests within deadline dates. Refunds cannot be made without notification occurring to CCI and NCS Pearson.
3. Cancellations not received in writing three (3) business days prior to the scheduled examination date, are not eligible for a refund. Candidates may request, in writing, to be rescheduled with submission of the required filing fee.



4. Only one (1) new Authorization To Test (ATT) will be issued to all candidates rescheduling within stated deadlines or changing an exam selection.
5. No refunds will be made to examinees that do not show up for an examination for any reason. Examinees who receive a "No Show" notification must reapply and submit the required fees to test. "No Show" status does not affect future examination application qualification.
7. Applicants applying for two examinations and wishing to cancel one examination will receive a refund of one examination fee, less the filing fee when stated deadlines are met. Cancellation of both examinations will result in a refund of examination fees, less the filing fee for each exam.
8. The rescheduling of an examination may be made directly with NCS Pearson one full business day before the scheduled examination appointment by phone or via the internet. Rescheduling less than one full business date will be considered subject to "no show" policy.

## VI. APPLICATION PROCESSING

### A. Application Procedures

1. Completed applications with supporting documentation may be submitted to CCI continuously throughout the calendar year.
2. Candidates must be authorized to take CCI examinations. An official Authorization To Test (ATT) is sent to the candidate.
3. Incomplete applications will receive notification from CCI regarding documentation necessary. Until complete, applicants submitting the application will not receive an Authorization To Test (ATT). CCI will consider an application incomplete if:
  - a. it is not fully completed
  - b. it is not accompanied by the correct fees
  - c. it is not signed
  - d. it is not accompanied by appropriate supporting documentation
  - e. no examination type is selected



B. Re-Examination

1. Unsuccessful candidates may take the examination after waiting the mandatory 45 day waiting period, upon filing a new application and submitting the required examination fees.
2. Registrants of one specialty may take any of the other specialty examinations providing appropriate qualifications are met. New application and appropriate fees are required.
3. Registrants may retake the examination, which they have passed, previously for self-evaluation purposes. A new application and appropriate fees must be filed. The application fees will be at a reduced rate as published in the application booklet. This may only be done one (1) time in a Registrant's triennial cycle.

C. Application Fees

1. Application fees will be set by the CCI Board of Trustees and will include the following:
  - a. examination fees
  - b. filing fees
  - c. special site fees
  - d. recertification fees (Registrants only)
  - e. check return fees (within legal limit of the candidate's state of residence)
  - f. hand-score fees
  - g. international fees

D. Submission of Application Fees

1. Method of payment will include personal check, cashier's check, money order or the appropriate credit card. Cash will not be accepted.
2. Applicants should allow 2-4 weeks, from the date the application is received by the CCI office, for the processing of checks.
3. If a money order or cashier's check is submitted, the receipt should be retained as proof of payment.



4. A set, published, non-refundable filing fee is included as part of the total application fees.
5. A set, published fee will be charged for any check returned unpaid for any reason to CCI.

## VI. DENIAL PROCESS

### A. Eligibility Determination

1. Applications for CCI examinations may be refused if CCI receives evidence to indicate that an applicant may have committed a violations of the CCI Code of Ethics.
2. If CCI determines that any such evidence warrants additional consideration, the applicant will be notified and will have an opportunity to present information on his/her behalf. Upon receiving information from all involved parties, the Board of Trustees will either issue a decision or recommend that a formal hearing be conducted by members of the Executive Committee and the Board. The decision will be handed down by the Board of Trustees.
3. Applicants may employ the grievance, hearing and appeal policies of CCI as long as the point of contention is not an existing CCI policy. See Policy 13, III.

### B. Examination Results

1. If the candidate contests the computer scoring, a manual scoring of the examination can be conducted for the current fee. The fee is refundable in the event of computer scoring errors only.

Requests for (hand scoring) rescoring must be in writing and must be received within thirty (30) days of the date examination preliminary results were mailed. The published fee for rescoring will be assessed.



2. Candidate examination content and/or answers will not be released from the CCI national office for any reason. Requests to review the examination material by the candidate and/or his/her representative counsel must be carried out in the national office in the presence of the Executive Director or their designee. Answers to reviewed items cannot be released to anyone. Written comments can be taken from the reviewer for evaluation by the appropriate examination committee chairperson.
  
3. Applicants may employ the grievance, hearing and appeal policies of CCI as long as the point of contention is not an existing CCI policy. See Policy – Appeals Committee