PVI Post-Graduate Program (Not Accredited by ACGME, RCPSC or AOA) - Sample Letter

Use for PVI examination only. Not to be used for Prerequisites 4A1 and 4B1.

(THIS IS A MANDATORY TEMPLATE CONTAINING ALL REQUIRED INFORMATION)

MADE-UP HOSPITAL

123 Main Street

Any City, Any State, Zip Code

888-555-1212

*Note: This letter must be on employer letterhead and include the above information.

[Insert Current Date]

Alliance for Physician Certification & Advancement™ (APCA™)

1401 Rockville Pike

Suite 600

Rockville, MD 20852-1401

This is to verify that Dr. [insert applicant's name] has attended (or is attending) a post-graduate medical education program, [insert full program title], at [insert name of school/hospital] from [insert dates attended – example April 1, 2014 through May 1, 2016]. During this timeframe, he/she has completed a minimum of 48 weeks of clinical training, a minimum of 30 hours of didactic instruction relevant to interpretation and other vascular lab topics and a minimum of 40 hours of observation/supervised participation in a vascular lab setting.

Dr. [insert applicant's name] has had formal instruction in the performance and interpretation of vascular laboratory tests, including physiologic methods and duplex imaging. He/She has interpreted, under supervision, a minimum of [insert number of studies interpreted] cases* which have been distributed over the major testing areas of [insert areas of study, for example – extracranial/intracranial cerebrovascular, transcranial Doppler, peripheral arterial physiologic/duplex, venous duplex, and visceral vascular duplex.] These cases were completed as part of the above-mentioned fellowship/residency.

For questions regarding this letter, please contact me at [insert phone number or email].

Sincerely,

[Insert original signature]

[Insert physicians first and last name with any credentials and credential/license numbers]

[Insert title – example Program Director]

[Insert email address]

*Note: A log of these cases must be maintained for at least three years following the date of application approval as case logs are subject to audit.