To <Supervisor Name>:  
From <Your Name>:  
Date <Date>:  
Subject: Certification in Infection Control

Dear <Supervisor Name>,

I believe that our organization would benefit if I were to be Certified in Infection Control (CIC®). As someone who is accountable for infection prevention and control on a daily basis at <organization name>, I feel that it is important to have a certification that reflects this. It enhances our credibility and prestige and shows commitment to best practices in infection prevention and control.

The Certification Board of Infection Control and Epidemiology (CBIC) is a voluntary autonomous multidisciplinary board that provides direction for and administers the certification process for professionals in infection control and epidemiology. They are accredited by the National Commission for Certifying Agencies. In order to become a CIC®, I will need to:

1. Apply to take the examination
2. Have you sign the Attestation Statement, saying I am eligible to take the examination
3. Sign up for the examination at a nearby Prometric testing facility
4. Take the computer-based test, which can take up to 3 ½ hours

During the examination I will be tested on:

1. Identification of Infectious Disease Processes
2. Surveillance and Epidemiology Investigation
3. Preventing/Controlling the Transmission of Infectious Agents
4. Employee/Occupational Health
5. Management and Communication
6. Education and Research
7. Environment of Care
8. Cleaning, Sterilization, Disinfection, Asepsis

The cost to take the examination is $375 and once I pass, I will receive the CIC® designation, which is internationally recognized. After this, I will have to recertify every 5 years. In 2018, the overall pass rate for those who took the test for the first time or recertified was 79%, showing a level of excellence in understanding infection control for those who do pass.

The CIC® designation will give the people we help every day an extra sense of security. It will also give <organization title> a competitive edge if I and other Infection Preventionists obtain the CIC® designation. For these reasons I hope that you will consider approving me to go through the certification process.

Sincerely,

<Your Name>