



To <Supervisor Name>:

From <Your Name>:

Date <Date>:

Subject: Certification in Infection Control

Dear <Supervisor Name>,

I believe it would be beneficial to <organization name> if I were to become Certified in Infection Control (CIC®). As someone who is accountable for infection prevention and control on a daily basis, I feel that it is important to carry a certification that reflects this.

The CIC® is the only certification in infection prevention and control accredited by the National Commission for Certifying Agencies. With over 7,000 individuals certified from over 40 different countries, obtaining the CIC® would demonstrate an internationally recognized level of knowledge in the field of infection prevention and control.

In order to become a CIC®, I will need to:

1. Apply to take the examination
2. Have you sign the Attestation Statement and my official job description, 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 core elements of infection prevention methods, including:

1. Identification of Infectious Disease Processes
2. Surveillance and Epidemiologic 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 internationally recognized CIC® designation. Once certified, I need to recertify every 5 years. In 2019, the overall pass rate for those who took the test for the first time or recertified was 76.5%, 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 and the confidence in knowing they are being assisted by a professional who meets the high standards set by CBIC. It will 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>