Dear [Supervisor Name],

I am writing to request your support in pursuing the Vascular Access Board Certified™ (VA-BC™) credential from the Vascular Access Certification Corporation (VACC). This certification is recognized by the ANCC Magnet Program, accredited by the National Commission for Certifying Agencies, and is a recognized measure of proficiency in vascular access care.

The VA-BC™ certification is crucial for enhancing my skills and knowledge in this field and will contribute significantly to both my professional growth and [your institution’s] commitment to best practice and superior patient care.

Nearly 90% of hospitalized patients need some sort of vascular access. By achieving this certification, I will be able to provide even higher standards of care to protect vulnerable patients, which will directly benefit our patients’ outcomes and experiences, and our institution at large. More than 8 in 10 clinicians agree that having a VA-BC™ clinician on staff has improved patient outcomes.

Additionally, employees that maintain additional certifications like the VA-BC™ significantly contribute to [your institution] achieving Magnet status by demonstrating dedication to best practice.

The VA-BC™ exam is offered twice a year, in June and December. To obtain this certification, I will need to:

1. Apply by April 15 for the June exam or October 15 for the December exam.
2. Schedule the examination at a Prometric testing facility upon acceptance.
3. Complete the in-person or remote, computer-based exam, which lasts up to 2.5 hours.

The exam fee is [see [Dates and Fees](https://www.vacert.org/dates-and-deadlines/) page to determine your price. If you are requesting exam vouchers, [find your discounted voucher price](https://www.vacert.org/voucher-program-exam/) and include the number of vouchers you are requesting—mention that this is a discounted price!], and I am requesting that the company cover this expense to support my goal of becoming a VA-BC™ certified specialist.

[Optional section if your employer also reimburses for certification: [Institution name] does offer reimbursement for this cost after passing the exam. Covering the cost upfront would significantly ease my financial burden, as it would prevent me from having to wait until after passing the exam to submit for reimbursement.]

Thank you for considering my request. I am confident that this certification will be a valuable investment for both my career and the quality of care we provide.

Sincerely,