



Exam Eligibility Document Guidelines for Allied Professionals

Eligibility Requirement

Allied Professionals must provide at least one letter of recommendation from a supervisor, employer or colleague with their exam application to be considered eligible for the exam. Letters of recommendation must verify that the candidate is currently working the field of cardiac rhythm management or has worked in the field within the past two years. References are considered valid as of the day they are written and do not need to reflect or confirm a candidate's current or future employment situation.

Preferred Formatting Guidelines

All letters should be formatted and written according to following specifications.

- Typed on letterhead
- Dated from within the past two years
- Clearly state name of candidate, name and date of exam
- State professional relationship with candidate
- Verify candidate's job role within the field of cardiac rhythm management and years served (if known)
- Provide referring party's contact information (preferred phone number and e-mail)
- Signed by referring party
- Include referring party's title and company name

Unacceptable Letters

A letter may not be considered acceptable if it:

- Fails to state the candidate's job role or involvement in heart rhythm management
- Does not include a signature from the referring party
- In the absence of a signature, does not contain contact information
- The date on the letter is older than two years prior to the application date
- Appears to have been forged

Response to Unacceptable Letters

Letters found to be unacceptable will be responded to in the following manner:

- Direct phone call or e-mail to referring party (if contact information is provided) to verbally or electronically confirm the reference
- Request referring party's contact information (if contact information is not provided) from candidate; follow-up with referring party to confirm reference
- If the overall substance of the document is irrelevant or does not successfully confirm the candidate's involvement in the field, the candidate will be notified and asked to send an alternate document
- If no response is received from candidate or referring party within four weeks, IBHRE reserves the right to decline the candidate's application

NOTE: IBHRE reserves the right to independently verify the licenses, credentials and employment status of all examination candidates. The candidate's signature on his or her Examination Application duly authorizes IBHRE to conduct such independent verification.