

# - SAMPLE LETTER -

## Advanced PTE Board Certification Practice Experience Pathway (Requirements 4 and 5)

Date

National Board of Echocardiography, Inc.  
3915 Beryl Rd. Suite 130  
Raleigh, NC 27607-5609

RE: *Applicant's Full Name*  
*Applicant's Date of Birth*

To Whom It May Concern:

### REQUIREMENT 4

This letter serves to confirm that Dr. \_\_\_\_\_ (*Applicant's name*) \_\_\_\_\_ is a physician practicing in our hospital. Our records indicate that \_\_\_ (*he/she*) \_\_\_ has \_\_\_ (\*#) \_\_\_ months of clinical experience dedicated to the perioperative care of surgical patients with cardiovascular disease between \_\_\_ (*date of employment - MM/DD/YYYY*) \_\_\_ and \_\_\_ (*end of employment or current date - MM/DD/YYYY*) \_\_\_.

Our records indicate that \_\_\_ (*he/she*) \_\_\_ personally delivered perioperative care to \_\_\_\_\_ patients with cardiovascular disease in 2023 and \_\_\_\_\_ patients with cardiovascular disease in 2024.

### REQUIREMENT 5

In addition our records indicate that \_\_\_ (*he/she*) \_\_\_ performed and interpreted the number of perioperative transesophageal echocardiograms per year as follows:

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
###	###	###	###	###	###	###	###	###	###

I certify that the numbers of studies provided above are exact numbers and are not rounded and/or estimates and that at least 150 of the perioperative transesophageal echocardiograms performed and interpreted were intraoperative.

Sincerely,

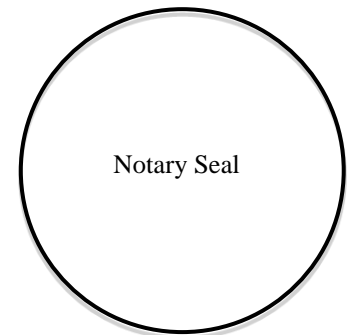
(Original signature required)

Typed name

Title (Director of Cardiothoracic Anesthesiology, Cardiothoracic Surgery,  
Medical Director of the Echocardiography Laboratory, President, CEO, etc.)

Sworn and subscribed to before me on (date): \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public



**NOTE: The EXACT number of studies performed and interpreted MUST be provided. Letters documenting training MUST be on appropriate letterhead and MUST be notarized. The numbers provided must be in parallel, concurrent years but need not be calendar years. The end of the most recent year for which credit is requested must fall within the 12 months prior to receipt of the complete application. If documenting fiscal years, exact dates are required. For example MM/DD/YYYY-MM/DD/YYYY. Committee decisions will be determined using the numbers provided in this letter.**