To: [Insert Supervisor Name]  
From: [Insert Your Name]  
Date: [Insert Date]  
Subject: Request to Participate in Certificate Program for Credentialing Specialists

I am writing to request support in completing an assessment-based certificate program to earn recognition as a “credentialing specialist.”

The program is offered through the Institute for Credentialing Excellence (ICE), a professional membership association that provides education and resources for organizations and individuals who serve the credentialing industry. It is a leading standards developer for both certification and certificate programs.

ICE’s Certificate Program for the “Credentialing Specialist” consists of eight self-paced, online courses that must be completed within a six-month time frame, so I will not have to complete any assignments during work hours and there are no travel costs. Upon completion, I will walk away understanding the knowledge, skills, and tasks required in the field of certification – with the training to conduct a proper needs analysis, realistically project a timeline for implementation, and use accreditation standards as a framework from the onset of program development and maintenance. Broad course topics include:

* Determining the need
* Accreditation standards
* Program operational management
* Policies and procedure
* Psychometrics
* Exam development
* Governance
* Legal issues

There are two enrollment periods in a calendar year. The cost to enroll is [Insert one: $1,250 for ICE members or $1,450 for non-members], which includes six-month access to the eight (8) online courses; links to external resources and templates; three (3) live, facilitated discussions; unlimited online community/discussion forum access; and an electronic copy of *Certification: The ICE Handbook 2nd edition*.

Completing the Certificate program will help me perform my job more effectively and reach my key learning objectives for this year, which include:

[insert personal and professional performance objectives]

The knowledge and skills I will acquire are also immediately applicable to our organization’s goals and initiatives, such as:  
[insert current projects unique to your institution, mission, and objectives]

You can learn more about the program at [www.credentialingexcellence.org/specialist](http://www.credentialingexcellence.org/specialist).

Thank you for considering supporting my professional development through the ICE Certificate program.

Kind regards,

[Insert Your Name]