



Professional Credentialing Guide for a Letter of Reference



Purpose of the Letter

- To support an applicant's pursuit of a specific designation through the Commission on Professional Credentialing

Key Components

1. Introduction

- Must have a recent date
- Letter to be addressed to the Commission on Professional Credentialing
- State your relationship with the applicant
- Mention your role and duration of association

2. Leadership and Professionalism

Highlight the applicant's:

- Ethical leadership, Sound judgment, Commitment to service, Effectiveness in operational and administrative settings

3. Professional Development

Emphasize the applicant's:

- Commitment to ongoing learning, Contributions to organizational initiatives, Project leadership, Mentoring activities, Engagement in professional associations, Community involvement

4. Technical Competencies

Address the applicant's proficiency in:

- Department administration, Program management, Reporting, Data and technology use, Training and development, Community risk reduction, Human resources, Health and safety, Wellness and behavioral health, Community workplace inclusion and belonging, Operational readiness and deployment, Emergency medical services, Communications

5. Endorsement

- Provide a strong, clear statement of support for the applicant's designation

Tips for Writing

- Be specific and provide examples where possible, Focus on relevant skills and experiences, Use professional language and tone, Tailor the letter to the specific designation being sought

Remember: A well-written reference letter can significantly impact an applicant's credentialing process.