

Dear [Supervisor],

I'm excited to share with you that I've decided to pursue professional and accredited nursing certification from the Board of Certification for Emergency Nursing. I strongly believe that certification will bring value to my career, but I'm confident it will also bring value to our organization, our team and our patients. I'm including here some resources and information about board certification, and the benefits that come along with it.

I would like to formally request that you allot a portion of your professional development budget to covering the registration fee for my exam. I am certain that you will see a significant return on your investment, based on the resulting efficiency, accuracy and improved outcomes that certification leads to. I am also enclosing information on cost, as well as ways you may be able to save money while offering certification to more of our amazing team of nurses.

I am happy to sit down with you and answer any questions you might have about my decision. I will provide you with information on board certification from BCEN, and I also encourage you to learn more at BCEN.org/SupportYourNurses.

I am grateful for your time and consideration. I'm thrilled to embark on this new journey, and I'm so thankful for your support and encouragement along the way!

Sincerely,
[Nurse]