



National RN Case Manager Certificate Program

Sample Letter to Employer

[Date]

Dear [Your Supervisor's Name],

I am excited about the roles nurses are able to play in improving the quality, safety and costs of care coordination and case management for complex and chronically ill patients that [Healthcare Organization Name] serves. To contribute more fully, I am committed to acquiring specialized knowledge specific to the new and emerging RN Case Manager/Care Manager/Care Coordinator roles needed within [Unit/Clinic/Service].

To ensure success in the role, I would like to attend the **National RN Case Manager Certificate Program** provided by the **National Registered Nurse Practice Development Center**. The National RN Case Manager Certificate Program is designed to address the education objectives of Registered Nurses who are expanding their practices to include the essential roles of case manager, care manager, and care coordinator in a dynamic healthcare system. This high quality, evidence-based course is designed to support my ability to effectively acquire new knowledge that can be rapidly translated back into practice. The National RN Case Manager Certificate Program is an ANCC approved professional development activity and, following practice experience, meets the requirements for national board certification as a RN Case Manager or Care Coordinator.

Attached is the Program Overview and related information including an estimated summary of costs. [See Checklist for Requesting Employer Education Support.]

Thank you for your consideration of my request. More information about the National RN Case Manager Certificate Program provided by the National RN Practice Development Center can be found at: <https://nationalrn.com/>.

Sincerely,

[Your name, credentials, job title, department, email and phone]