



## **SAMPLE LETTER REQUESTING PERMISSION TO OBSERVE ICEA Childbirth Educator Certification Program**

Use your own or your group's official stationery, if any. Modify the letter as it suits your situation. Suggested enclosures are listed at the bottom of the letter.

Hospital Administrator  
Anytown Community Hospital  
Anytown, My Country

Dear Administrator:

I am a childbirth educator, teaching preparation for childbirth in this community. As a member of the International Childbirth Education Association (ICEA), I am presently a candidate in the ICEA Childbirth Educator Certification Program.

The final step in the certification process will be a written examination. However, before I may take the examination, I must observe a minimum of two labors or births.

Since a significant number of couples in my childbirth preparation classes have had their babies at Anytown Community Hospital, I am requesting permission to use ACH for my observational experience.

Enclosed please find information about the ICEA Childbirth Educator Certification Program. Once I have your written permission I will contact the Obstetrical Nursing Supervisor and the Head Nurse in Labor and Delivery to plan my observation with them. Please contact me at \_\_\_\_\_ (phone) \_\_\_\_\_ if you have any questions. Otherwise, I look forward to receiving your written permission.

Sincerely,

Candidate's name

**SUGGESTED ENCLOSURES**  
ICEA Certification Philosophy  
ICEA Certification Requirements  
Labor or Birth Observation Guidelines  
Guide for Labor or Birth Observations