Request Form for Letter of Reference

Applicant: Please enter your name below and email/mail a copy of this form to the 2 professionals who will be writing letters of reference for you.

Name of the Medical Writer Certified Applicant: ________________________________________

Instructions
The person named above requests that you provide a letter of reference on letterhead to the Medical Writing Certification Commission (MWCC) of the American Medical Writers Association (AMWA) to support their application for the Medical Writing Certification Examination.

Please consider the following eligibility requirements as you prepare your letter:

• Applicant must have earned a bachelor’s degree in any field of study. (Exceptions to the requirement for a bachelor’s degree may be granted for individuals with at least 5 full-time years (or equivalent) of verifiable work experience in the field. Experience must have been in a paid capacity within the past 10 years.)
• Applicant must have a minimum of 2 years of full-time work experience or equivalent (eg, 4 years of documented part-time work at 20 hours/week) within the past 5 years. Experience must be in a paid capacity in the field of medical communications.
• AMWA defines a medical communicator as a person who writes, edits, or develops materials about medicine and health for target audiences. Professional medical writers also have communication expertise, awareness of ethical standards in the profession, and health care knowledge. Materials prepared by medical communicators, collaborating with others or working independently, include but are not limited to the following:
  o Patient education brochures, news articles, web content, and books for the general public.
  o Journal articles for health care professionals and biomedical researchers.
  o Continuing education materials for health care professionals.
  o Regulatory documents for government agencies.
  o Grant proposals for research scientists and institutions.
  o Sales training and marketing materials for the pharmaceutical industry.
  o Translations from one language to another of any of the above.

Reference letters should
• be addressed to the Medical Writing Certification Commission
• be written on official letterhead and include a current phone number and email address (the individual providing the reference may be contacted if needed). If official letterhead is impossible, the company name and title must be provided with contact information.
• describe the applicant’s medical writing duties and responsibilities.
• attest to the applicant’s knowledge, skills, and experience in medical writing.
• attest to the applicant’s required years of experience in medical communications (at least 2 years of full-time work experience or equivalent in a paid capacity).
• be printed, dated, signed, and scanned.
• be written no earlier than 6 months before the date of the applicant’s application. Out-of-date reference letters will not be accepted.

ONCE THE LETTER IS COMPLETE, PLEASE RETURN IT TO THE APPLICANT.
Should you have any questions, please contact the applicant directly or the MWCC.
240-238-0940
certification@amwa.org

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