



Subject: Request to Pursue the CUSP Certification

Dear _____,

As an important step in my career development, I am interested in pursuing the Certified Utility Safety Professional (CUSP) certification. This is a utility-specific safety credential offered by the Utility Safety & Ops Leadership Network (USOLN), a non-profit organization formed in 2009 to advocate for a safe, secure and productive utility work environment. I am requesting your approval and funding to move forward with the certification process. Here are details about CUSP benefits, process, and costs.

Benefits of the CUSP Certification:

- Industry-wide professional recognition as a utility safety professional.
- Assurance to you, as my employer and others that I have the broad knowledge, skills and abilities needed to excel in the utility work environment.
- Access to industry experts and peers within the CUSP community.
- The opportunity to continue my professional growth in the practice of utility safety leadership.
- It is Accredited by the International Society for Performance Improvement <https://ispi.org/>

Benefits of the CUSP Prep:

- Help learn and apply studying and test taking skills.
- It helps identify my strengths and weaknesses in each domain and endorsement areas.
- Helps get me familiar with topics likely to be covered on my exam.
- Assesses my readiness for the exam.
- I will have access to live online facilitator led study sessions prior to my exam date.

Steps to becoming a CUSP:

1. Submit the [CUSP application](#) that is reviewed for eligibility.
2. Prepare for the CUSP exam by utilizing the optional [CUSP Prep](#) and live webinar sessions.
3. [Register](#) to take the CUSP [base exam](#) and one [endorsement exam](#) that you specialize in.

The CUSP certification program and CUSP Prep are available online which eliminates travel costs, logistics, and time away from work. The costs shown below represent USOLN membership pricing..

- \$155 [USOLN annual membership](#) fee (optional, costs go up for [non-members](#))
- \$799 [CUSP Prep](#) (optional)
- \$275 CUSP base exam and one endorsement exam
- \$1,229 Total

After passing my CUSP exam, I'll receive a digital CUSP card, certificate, my name on the [CUSP roster](#) and the [company name](#) on the [USOLN website](#).

The recertification requirements for the CUSP credential include an annual maintenance fee of \$160 and a continuing professional development requirement. To find out more information you can go to the [CUSP Recertification](#) page on their website.

Thank you for your consideration of this opportunity, support of my personal and professional development, and commitment to the safety and health of our employees and success of our organization.

Please let me know if I have your approval and I will submit my application and begin my preparation.

Sincerely,

_____, Future CUSP