## **How to Submit a CUSP Points Request**

- 1. Visit the Recertification page on USOLN.org https://usoln.org/recertification/
  - Review the CUSP Points Maintenance Guidelines for details on the types of activities that qualify for points and required documentation.

## **CUSP Points Maintenance Guidelines**

Recertification Activity Types	Max Points Per Recertification Year	Description	Possible Points Earned	Documentation Needed
Continuing Education Units (CEUs)	Unlimited	Safety-related education courses that are assigned CEUs	1 CEU (defined as 10 contact hours) = 10 CUSP points	Course completion certificate
Conferences and Workshops	Unlimited	Participation in safety- related conferences and workshops	1 CUSP point per one hour of instruction	Conference/workshop completion certificate
Online Courses	Unlimited	Safety-related online courses	1 CUSP point per one hour of instruction	Passing grade/course completion certificate
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2. Select 'Submit CUSP Points' and log in to begin the upload process.



3. Select 'My CUSP Program' from the left side menu. Then select 'Submit Activity for Points'



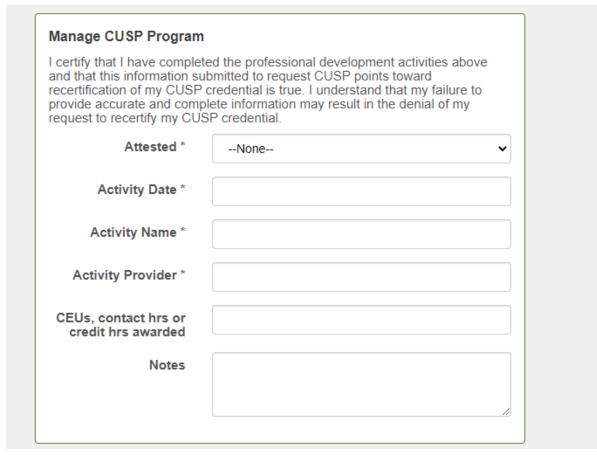
4. Complete the form to submit your CUSP points request.



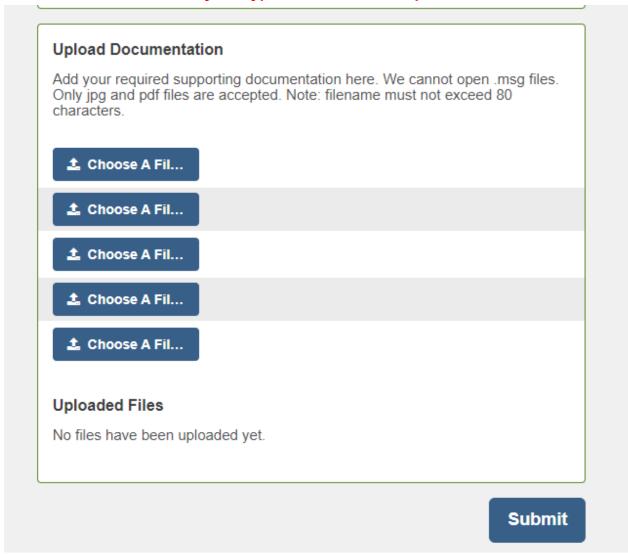
## 5. Select activity type.



## 6. Complete the 'Manage CUSP Program' section.



- 7. Attach the required documentation and then select 'Submit' at the bottom.
  - Note: The only file types that will be accepted are JPG and PDF.



Still have questions? Email <u>leigh@usoln.org</u> or call 815-459-1796.