

How to Submit CUSP Points Request

1 Visit the Recertification page on USOLN.org

Link: usoln.org/recertification

- **CUSP Points Maintenance Guidelines:** requirement info for each activity type
- **Submit CUSP Points Request:** log into the membership system and submit points
- **Need detailed instructions?** See the how to guides for more information.

CUSP Recertification

How to Maintain Your CUSP Credential

In order to ensure the continuing competence of CUSP credential holders, the CUSP certification has established a recertification program that includes a continuing professional development requirement. CUSP credential holders are required to submit proof of continuing professional development every two years. As a CUSP credential holder, you are responsible for tracking and submitting CUSP points requests for the continuing professional development requirement along with paying an annual maintenance fee of \$140.

[PAY CUSP MAINTENANCE FEE](#) [SUBMIT CUSP POINTS](#) [UPDATE MEMBER PROFILE](#)

[How to Guides](#)

Need detailed instructions for submitting CUSP points?

[HOW TO SUBMIT POINTS REQUEST →](#) [HOW TO CREATE A PDF →](#) [HOW TO UPLOAD A PDF DOCUMENT →](#)

Click to submit points request

How to Earn CUSP Points

[Download Maintenance Guidelines \(PDF\)](#)

CUSP Points Maintenance Guidelines

Recertification Activity Types	Max Points per year	Description	Possible Points Earned	Documentation Needed
Continuing Education Units (CEUs)	Unlimited	Safety-related education courses that are assigned CEUs	1 CEU = 4 CUSP points	Registration confirmation email, certificate or card issued
IP Institute	Unlimited	Safety-related education courses and webinars produced by IP Institute	Refer to detailed points information below.	Refer to detailed documentation requirements below.
		Frontline Utility Leadership Classes	Up to 10 CUSP Points for a 2-day class	Course completion certificate

Review CUSP points maintenance guidelines

② Membership Login

Login to the Membership system, Community Hub, using your email and password. community.utilitybusinessmedia.com/

- Click the '**Forgot your password?**' link if you need to reset your password.

The screenshot shows the CommunityHub login interface. At the top, the CommunityHub logo is on the left, and navigation links for Education, Log In, Events, Job Board, and a Register button are on the right. Below the header is a blue banner with the text 'Welcome' and 'Please log in or create an account to continue.' The main content area features a 'Log In' form. A red arrow points to the email input field, which contains 'cusp@abcutilities.com'. Below the email field is the password field, which is masked with dots. A red arrow points to the 'Forgot your password?' link, which is highlighted with a red box. Below this link is the text 'Don't have an account?'. A red arrow points to the 'Contact us' button in the footer, which is accompanied by the text 'If you require assistance, click here to contact support'. The footer also contains the address '360 Memorial Drive, Suite 10, Crystal Lake, IL 60014 | 815.459.1796' and the copyright notice '© 2020 Utility Business Media, Inc.™ All Rights Reserved.'

CommunityHub

Education Log In Events Job Board Register

Welcome

Please log in or create an account to continue.

Log In

Email

Password

Log In

Forgot your password?


Don't have an account?

360 Memorial Drive, Suite 10, Crystal Lake, IL 60014 | 815.459.1796
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Contact us

3 Visit 'My CUSP Program'

Click 'My CUSP Program' to view your CUSP Program status and submit points.



My ProfileEventsEducationRegisterJ

Manage CUSP Program

View and manage your CUSP program enrollment.

My Profile

• Edit Profile

• Password & Login

• Company & Affiliations

My CUSP Program

My Registrations

My Membership

My Orders & Invoices

iPi Online

USOLN website

Information about your current program

CUSPs must make two payments for a total of \$280 by the end date of their current program. Please see the information below for deadlines related to your current program and the total amount you have paid. To pay your CUSP fee, click the pay button below.

Due Date - First Payment	1/31/2021
Due Date - Second Payment	1/31/2022
Total Amount Paid	\$0

+ Submit Activity for Points

Pay CUSP AMF Fee

Current Programs

CUSP Blue

Term Status	Current
Status	Enrolled
Enrollment Date	
End Date	1/31/2022
Total Milestones	2
Total Milestones Completed	1

↻ View Points

4 Submit Activity for Points

My Profile

• Edit Profile

• Password & Login

• Company & Affiliations

My CUSP Program

My Registrations

My Membership

My Orders & Invoices

iPi Online

USOLN website

Click here to submit points

+ Submit Activity for Points

Pay CUSP AMF Fee

Information about your current program

CUSPs must make two payments for a total of \$280 by the end date of their current program. Please see the information below for deadlines related to your current program and the total amount you have paid. To pay your CUSP fee, click the pay button below.

Due Date - First Payment	1/31/2021
Due Date - Second Payment	1/31/2022
Total Amount Paid	\$0

Current Programs

CUSP Blue

Summary Status of Current CUSP Cycle


Term Status	Current
Status	Enrolled
Enrollment Date	
End Date	1/31/2022
Total Milestones	2
Total Milestones Completed	1

↶ View Points

- Current program shows milestones and milestones completed.
- To view previously submitted points, click the '**View Points**' button.

5 Review 'Submit CUSP Points' Instructions

1. Select the appropriate Activity Type and complete the form below.
2. Ensure that you have the proper documentation file(s) for upload.
You must attach this supporting documentation to submit your points request.
3. Have Questions? Refers to the **CUSP Points Maintenance Guidelines** or *contact us at 815.459.1796*



[My Profile](#) [Events](#) [Education](#) [Register](#) [Job Board](#) [Log Out](#)

Manage CUSP Program

Complete the form below to submit your CUSP points request.

[My Profile](#)

- Edit Profile
- Password & Login
- Company & Affiliations

[My CUSP Program](#)



[My Registrations](#)

[My Membership](#)

[My Orders & Invoices](#)

[iPi Online](#)

[USOLN website](#)



Fill in form below & upload related documentation.

Note: To be eligible to earn points, professional development activity must be completed within program cycle start and end dates.

Have Questions?

- [Review CUSP Points Maintenance Guidelines](#)
- [How To Guide for CUSP Points Tool \(pdf\)](#)

Point Conversions

- 1 Contact Hour = 0.4 CUSP Points (1 hour of actual time spent in continuing education - excludes meals or breaks)
- 1 Continuing Education Unit (CEU) = 4 CUSP points (10 hours of actual time spent in continuing education - excludes meals or breaks)
- 1 College Credit Hour = 2 CUSP points

IMPORTANT NOTE: The following two activity types may **NOT** be submitted via this form. Refer to the specific links provided below.

- **STORM RESTORATION WORK**
Complete the Storm Restoration Questionnaire through this [link](#).
- **IP UTILITY SAFETY CONFERENCE**
Complete the IP Utility Safety Conference Questionnaire through this [link](#).

Select Activity Type

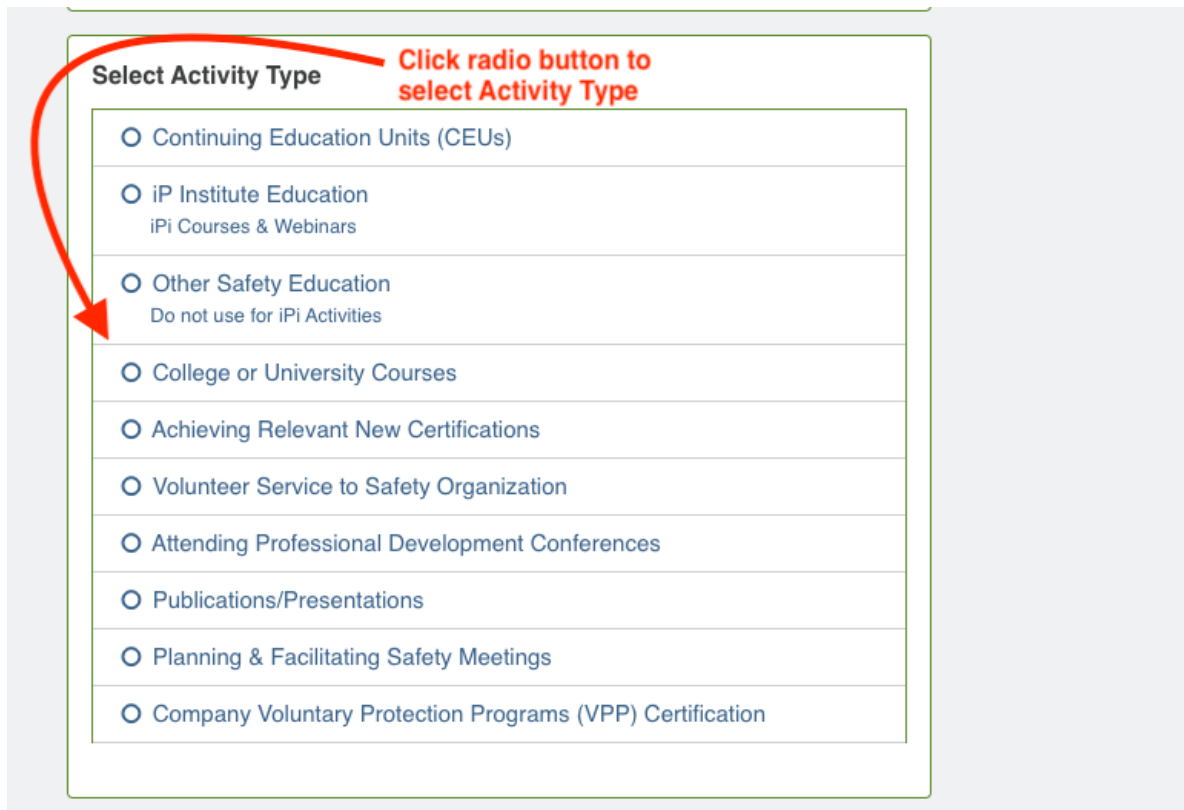
☐ Continuing Education Units (CEUs)

☐ Other Safety Education

☐ College or University Courses

⑥ Choose Activity Type

Choose the Activity Type



Select Activity Type Click radio button to select Activity Type

- ☐ Continuing Education Units (CEUs)
- ☐ iP Institute Education
iPi Courses & Webinars
- ☐ Other Safety Education
Do not use for iPi Activities
- ☐ College or University Courses
- ☐ Achieving Relevant New Certifications
- ☐ Volunteer Service to Safety Organization
- ☐ Attending Professional Development Conferences
- ☐ Publications/Presentations
- ☐ Planning & Facilitating Safety Meetings
- ☐ Company Voluntary Protection Programs (VPP) Certification

⑦ Accept T&Cs

Click on the drop-down selector in the Attested field

Accept the Terms & Conditions by choosing 'Yes'

You must complete fields ending with *.

Manage CUSP Program

I certify that I have completed the professional development activities above and that this information submitted to request CUSP points toward recertification of my CUSP credential is true. I understand that my failure to provide accurate and complete information may result in the denial of my request to recertify my CUSP credential. Select 'Yes' to attest to T&C's

Attested * ☐ --None-- ☒ No ☒ Yes

Activity Date *

Activity Name *

Activity Provider

8 Complete Form

Complete the Form Fields Required fields are marked with *

You must complete fields ending with *.

Manage CUSP Program

I certify that I have completed the professional development activities above and that this information submitted to request CUSP points toward recertification of my CUSP credential is true. I understand that my failure to provide accurate and complete information may result in the denial of my request to recertify my CUSP credential.

Attested *

Yes



Activity Date *

Fields with * are required

Activity Name *

Activity Provider *

**CEUs, contact
hrs or credit hrs
awarded**


Notes


Upload File(s) to Support CUSP Points Request


Upload Documentation


Add your required supporting documentation here. We cannot open .msg files. Only jpg and pdf files are accepted.


Click button to choose a file to upload

 Choose A Fil...

 Choose A Fil...

 Choose A Fil...

 Choose A Fil...

 Choose A Fil...

Uploaded Files

No files have been uploaded yet.

Submit

10 Verify Documentation File Added Successfully

Verify that documentation filename is visible inside the blue button and that a new green 'x' box is displayed on the right. If you need to remove or replace a document file, click the green 'x' button.

The screenshot shows a web form titled "Upload Documentation". Below the title, it says "Add your required supporting documentation here. We cannot open .msg files. Only jpg and pdf files are accepted." There is a list of five blue buttons, each with a document icon and the text "Sample Doc..." (the first button) or "Choose A Fil...". A red circle highlights the first button, and a red arrow points to it from the text "Document file has been added". To the right of the buttons, there is a green box with a white 'x' icon. Below the buttons, there is a section titled "Uploaded Files" with the text "No files have been uploaded yet." At the bottom right of the form, there is a blue "Submit" button.

Upload Documentation
Add your required supporting documentation here. We cannot open .msg files. Only jpg and pdf files are accepted.

Document file has been added

When file upload is successful, the filename is visible inside the blue button and a new green 'x' box is displayed on the right.

Uploaded Files
No files have been uploaded yet.

Submit

11 Submit Form

Click '**Submit**' when ready. You will receive online confirmation of your CUSP points request.

The screenshot shows the bottom portion of the form, which is a light gray area. At the bottom right, there is a blue "Submit" button.

Submit