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

2. **Select 'Submit CUSP Points' and log in to begin the upload process.**

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 $160.

CERTIFIED UTILITY SAFETY PROFESSIONALS CUSP®

[PAY CUSP MAINTENANCE FEE] [SUBMIT CUSP POINTS] [UPDATE MEMBER PROFILE]

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

Manage CUSP Program
View and manage your CUSP program enrollment.

My Profile

• Edit Profile

• Password & Login

• Company & Affiliations

My Open Orders & Invoices

CUSP Recertification

My USOLN Membership

My Registrations

My CUSP Program

USOLN Website

iPi Online Login

Information about your current program

CUSPs must make two payments for a total of $320 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	10/31/2023
Due Date - Second Payment	10/31/2024
Total Amount Paid	$160

+ Submit Activity for Points   **Pay CUSP AMF Fee**

Current Programs

CUSP Green

Term Status	Current
Status	Enrolled
Enrollment Date	
End Date	10/31/2024
Total Milestones	2

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

Manage CUSP Program
Complete the form below to submit your CUSP points request.

My Profile

• Edit Profile

• Password & Login

• Company & Affiliations

My Open Orders & Invoices

Certified Utility Safety Professional

CUSP

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.

5. Select activity type.

Select Activity Type

○ Continuing Education Units (CEUs)
Safety-related education courses that are assigned CEUs

○ Conferences and Workshops
Participation in safety-related conferences and workshops

○ Online Courses
Safety-related online courses

○ Webinars
Safety-related webinars in which you have participated live

○ In-Person Education
Safety-related in-person educational offerings

○ College/University Courses

6. Complete the 'Manage CUSP Program' section.

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 *	--None-- ⌄
Activity Date *	
Activity Name *	
Activity Provider *	
CEUs, contact hrs or credit hrs awarded	
Notes	

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.**

Upload Documentation

Add your required supporting documentation here. We cannot open .msg files. Only jpg and pdf files are accepted. Note: filename must not exceed 80 characters.

⬆ Choose A Fil...

⬆ Choose A Fil...

⬆ Choose A Fil...

⬆ Choose A Fil...

⬆ Choose A Fil...

Uploaded Files

No files have been uploaded yet.

Submit

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