To: **[INSERT RECIPIENT’S NAME]**

From: **[INSERT YOUR NAME]**

Subject: **Bring value to [INSERT COMPANY NAME] with a Board of Canadian Registered Safety Professionals (BCRSP) certification**

Professional development is an important investment in employees and one that I believe **[INSERT COMPANY NAME]** supports. As an employee with occupational health and safety (OHS) responsibilities, a critical step in professional development is the pursuit and achievement of an OHS certification.

Obtaining a BCRSP certification is a recognizable commitment to excellence and will supports **[INSERT COMPANY NAME]**’s commitment to OHS. This accomplishment will provide independent confirmation of my knowledge, skills, and abilities and you can be assured that I will perform at the highest level. Certification will challenge me to commit to continuous improvement through ongoing learning, which will ultimately benefit our company as I contribute to improving safety performance and risk reduction.

Supporting a BCRSP certification also means a consistent, measurable, and industry-recognized standard of certification, as BCRSP is accredited by the Standards Council of Canada to ISO/IEC 17024 for bodies operating certification of persons.

For me, certification will **[CUSTOMIZE – SAMPLE: INSTILL A SENSE OF PRIDE IN MY PERFORMANCE, INCREASE MY CONFIDENCE IN HANDLING CHALLENGING SITUATIONS, BUILD A COMMITMENT TO THE SAFETY PROFESSION, etc.]**

Many employers who support certification agree that it inspires high standards among their employees, and BCRSP’s *Value of Certification* study (BCRSP, 2011) found that certification is an indicator of professional growth, enhanced professional credibility, and evidence of professional commitment. For the employer, a satisfied employee means increased engagement and productivity, and improved efficiency and customer satisfaction. It also signals to your customers and competitors that you maintain a high standard of excellence.

I am requesting your support with the preparation for and attainment of the **[NAME OF CERTIFICATION]** offered by the BCRSP.

More information, including application and examination fees, can be found on the BCRSP website at [www.bcrsp.ca](http://www.bcrsp.ca). Can I count on your support in this goal?

Thank you for your consideration and I look forward to further discussing my pursuit of certification with you!

Sincerely,

**[INSERT YOUR NAME]**