**Tips for Getting Employer Approval**

**on OSPE/EFO CPD Programming**

Maximize your OSPE membership by attending OSPE and EFO continuing professional development (CPD) programs. Your attendance will benefit you and your employer.

Here's why:

**Networking**—OSPE and EFO programs give you access to an unprecedented network of professional engineers working in all disciplines and industries across Ohio.

**Educational sessions**—Expert speakers will provide lessons and training that you can take back to the office and the field.

**Best practices**—Industry leaders will equip you with the tools and information to improve the way your organization functions.

**Licensure maintenance**—You can earn CPD hours to fulfill continuing educational requirements to maintain your PE license.

**Professional growth**—You will leave the meeting with ethics training, leadership skills, a connection to PEs who share your commitment to professionalism and a refreshed perspective of the industry—all of which will make you an even better professional engineer at work.

**Knowledge sharing**—Upon your return, you will be able to cross train colleagues on session topics, best practices, and the latest trends in the profession (PowerPoint presentations will be available online).

**Business investment**—Studies indicate that leadership training can lead to increased job satisfaction, productivity, and a higher quality of work.

To follow are tools/resources to help you prepare your request for attendance:

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# Sample “Request for Attendance” Letter to Employer

<DATE>

Dear <SUPERVISOR NAME>,

I would like to attend the <OSPE/EFO PROGRAM> on <DATES>. I am eager to further develop my skills and knowledge as I continue to progress in my career with <YOUR ORGANIZATION/COMPANY>. This conference will enable me to network with other professional engineers, innovators and leaders across all industries and disciplines. By attending a variety of the educational sessions offered, I can also earn up to CPD hours toward the continuing education requirements to maintain my PE license.

After reviewing the agenda for <OSPE/EFO PROGRAM>, I have determined that the sessions will give me valuable insight and understanding about how we can enhance and improve our work. All presentations are conducted by industry experts and offer innovative ideas and/or best practices for engineering professionals. Upon my return, I would welcome and appreciate the opportunity to share the knowledge learned from these sessions.

The total estimated cost associated with attending this conference is $<TOTAL ESTIMATED COST>. I have provided a detailed explanation of costs associated with my attendance.

I appreciate you considering my attendance of the <OSPE/EFO PROGRAM>. My participation will provide me with a deeper understanding of the engineering industry, enable me to learn best practices, facilitate unparalleled networking opportunities, and create additional value through knowledge and resource sharing within <YOUR ORGANIZATION/COMPANY>. The program agenda is available for you (enclosed). I would appreciate your consideration of my request to attend.

Sincerely,

<YOUR NAME>

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# Budget Planning Worksheet

|  |  |
| --- | --- |
| **Registration** | $ |
| **Lodging** | $ |
| **Transportation** | $ |
| **Mileage Reimbursemen**t  *# of miles X \_\_\_\_ (rate)* | $ |
| **Parking Reimbursement**  *Airport, Hotel, Conference Venue* | $ |
| **Food Per Diem**  *Check your organization/company policies* | $ |
| **Total Cost** | $ |