Dear (Insert Name);

I have discovered a great opportunity to help make our workplace safer. The National Safety Council offers a [Safety Inspections](http://www.nsc.org/learn/Safety-Training/Pages/Courses/safety-inspections.aspx) training course. This one-day class will provide an overview of the safety and health inspection process, and examine techniques to improve the process. It will address basic skills for conducting various types of inspections and correcting identified hazards. The course will help me:

* **Manage an effective safety inspection program that focuses root causes, as opposed to faults.** The focus of this class is on finding facts, not faults, and will teach me how to use safety inspections to positively reinforce safe practices and behaviors in our organization.
* **Develop new skills and learn new techniques.** Discussions, demonstrations and exercises will teach me what to inspect, how often and who should be involved. And I will also learn how to develop and use checklists in continuous and formal safety inspections.
* **Gain new perspectives from my peers.** Activities will include small and large group discussions, problem analysis through case studies and many other opportunities to share experience and knowledge with peers.
* **Return with a ready-to-implement plan.** I will be prepared to conduct a safety inspection for our organization that includes goals and methods to hold employees accountable for effective results.

The course fee is $325 for NSC members, and $425 for nonmembers. Additional details on topics covered and key take-aways can be found on the [course webpage](http://www.nsc.org/learn/Safety-Training/Pages/Courses/safety-inspections.aspx). After attending this course, I am confident that I will have the necessary knowledge and skills manage an effective safety inspection program that identifies hazards before they cause problems.

I will earn 0.65 CEUs towards NSC’s **Advanced Safety Certificate (ASC)** program, a nationally recognized program that will further my safety knowledge. Beyond helping me to direct our organization's safety plan with even greater efficiency and success, the ASC program will:

* **Provide a balanced approach to safety management.** In addition toproviding an in-depth look at the issues safety practitioners face every day, the ASC curriculum also addresses administrative, technical and cultural elements of the job.
* **Sharpen my leadership skills.** The ASC curriculum helps to hone problem-solving, decision-making and delegation skills, whereby improving my effectiveness as a manager and leader.
* **Provide a network of safety professionals.** The instructor-led format of the ASC program fosters a dialogue among safety professionals in various industries.
* **Contribute towards my required CEUs.** Courses within the ASC curriculum contribute anywhere from 0.65 to 2.6 CEUs. These CEUs are recognized and accepted by:
  + Board of Certified Safety Professionals/Certified Safety Professional
  + Institute for Safety and Health Management
  + American Industrial Hygiene Association

I have enclosed additional information on both the Safety Inspections course, as well as the ASC program. Please take some time to review the benefits of these programs and let me know if I have your approval to register for the course and pursue my Advanced Safety Certificate.

Thank you for taking the time to review this request. I am looking forward to hearing from you.