Dear **[Supervisor**],

I am excited to share with you that I’ve decided to pursue a certified vocational evaluation specialist (CVE) credential through the Commission on Rehabilitation Counseling Certification (CRCC). I strongly believe the CVE certification will bring value to my career, but I am confident it will also bring value to our organization, our team, and our clients. Here are some benefits the CVE certification will bring to **[insert organization name]**

1. **Return on investment**: Employers who embrace CVE certification are better positioned to create an environment that contributes to staff retention.
2. **Improved efficiency and reduced risk**: CVEs are required to adhere to the Code of Ethics, creating an environment of professionalism with better client outcomes.
3. **Higher level of credibility for services:** Vehicle for employers to differentiate themselves from the competition and demonstrate to clients they have attracted the most skilled and experienced vocational evaluation specialists.
4. **Maintain industry knowledge**: CVEs are up-to-date on current trends and best practices, putting them on the leading edge of your organization.

I would like to inquire as to whether there is a professional development budget that would cover the cost of my certification application and fees associated with the CVE credential. If so, I would like to formally request that you allot a portion of your professional development budget to cover the CVE application fee.

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| --- | --- |
| **Certification Application Fees** | **Retake Fee** |
| **$600** | **$300** |

Financing certification can be a barrier for many individual vocational evaluation specialists. For a small investment, you and our department will reap the rewards for years to come based on the resulting efficiency, accuracy, and improved outcomes that certification leads to. I am happy to sit down with you and answer any questions you might have about my decision.

I am grateful for your time and consideration. I am thrilled to embark on this new journey, and I am so thankful for your support and encouragement along the way!

Sincerely,

**[Vocational Evaluation Specialist]**