



# Letter of Intent

In order to begin the process of NSSB Certification Recognition, you must send a *Letter of Intent* to the NSSB. To strengthen the partnership opportunities of the NSSB skill standards system, a letter of support from the relevant Voluntary Partnership should accompany the *Letter of Intent* for certifications falling within the scope of a Voluntary Partnership. Industries covered by a Voluntary Partnership include:

- **Education and Training**
- **Manufacturing, Installation and Repair**
- **Restaurants, Lodging, Hospitality and Tourism, and Amusement and Recreation**
- **Retail Trade, Wholesale Trade, Real Estate and Personal Services**

Once the NSSB has received the *Letter of Intent*, we will schedule a meeting with you to review the details of the NSSB Certification Recognition process and work with you to develop a mutually agreeable timetable. For your convenience, the following is a draft letter that you can use to fulfill this step in the recognition process.

Ms. Edie West, Executive Director  
National Skill Standards Board  
1441 L Street, NW - Suite 9000  
Washington, DC 20005

Dear Ms. West:

On behalf of the **XYZ organization**, we request consideration for our (**certification**) to be recognized by the National Skill Standards Board (NSSB). We understand that the NSSB recognition acknowledges the (**certification's**) adherence to the NSSB criteria on the quality of the process that **XYZ organization** used to develop the certification, but does not make judgment on the specific content of the certification.

In applying for NSSB recognition, we understand that **XYZ organization** will be required to complete the NSSB Certification Recognition Application. In return, we understand that the NSSB will consider the application in a fair and impartial manner, maintain the confidentiality of the application, and inform the **XYZ organization** of any decision in a timely manner. Upon approval, we understand that the NSSB will highlight (**certification**) recognition on its website and other related materials.

The appropriate contact person at **XYZ organization** is.....

Sincerely,

**NSSB Certification Recognition: Setting your certification apart from the competition!**