**2020 Recertification Criteria**

*Recertification is required every two years to show continuous improvement.*

**Assistance and mentoring is available to anyone that would like help completing the 2020 recertification criteria. Please contact Carlye to inquire about assistance and mentoring.**

To be eligible for recertification, organizations must complete the following criteria:

* **REQUIRED**: Organizations must demonstrate continuous improvement. Complete each of the following:
	+ Recommitment form signed by management
		- You may use the template provided or create your own
	+ Confirmation of ongoing education with employees regarding environmental policies/practices
		- You may provide a short write-up explaining what you do or provide copies of materials that you have distributed to your employees
	+ Updated environmental plan that includes goals for the next two years
	+ Attend annual refresher workshop or complete the recertification workbook including responses to questions contained at the end of the workbook.
		- Workshop will be held on April 7th at Civic Hall from 8 a.m. to noon
	+ An onsite visit from the Green Certification Program Manager to review current practices and improvements made over the past two years. The visit will take 30-60 minutes and will be scheduled beginning in March.
* **OPTIONAL**: Complete the point system spreadsheet
	+ Organizations that complete the point system spreadsheet will be eligible for the best overall small and large organization awards presented at the annual banquet. ***If you choose not to complete the point system spreadsheet, your organization will not be considered for a best overall award.***

**All recertification materials are due by July 1, 2020.** Organizations that recertify will receive an updated data plate and will be recognized at the annual banquet. Organizations that complete the point system spreadsheet and obtain a higher level will also receive a plaque acknowledging their advancement at the banquet.