You've achieved accreditation, committed to following *Land Trust Standards and Practices*, and now you are ready to demonstrate your continued commitment to excellence, trust and permanence.

This section of the website explores how and when to prepare for renewal, and also provides information on how the registration process works as your accreditation renewal nears.

See the information below on Getting Ready and Registration. To find the supporting materials, go to the Materials for Renewal Applicants Page.

- **Getting Ready**
  - When to begin preparing for renewal
  - Starting the conversation
  - Completing an organizational assessment
- **Registering for Renewal**
  - Required Registration, Pre-Application and Application Dates
  - Registration Process
- **Renewal Webinar**
- **Frequently Asked Questions**

## Getting Ready

### When to begin preparing for renewal

As soon as your land trust is accredited it can begin to take steps to help prepare for renewal. For instance:

- **Immediately**: Sign up for and read our eNewsletter, which contains important news and tips.
- **Immediately**: Most land trusts that achieve accreditation for the first time are also issued “Expectations for Improvement” (EFIs); some land trusts are issued EFIs as part of a compliance confirmation process. It is never too soon to think about how your land trust will address EFIs! Review any EFIs your land trust received; address right away any EFIs for creating templates, updating templates, etc. and create a strategy for identifying opportunities to address any other EFIs that are more situational. Document when progress is made to address them. View the Expectations for Improvement web page.
- **As Needed**: Keep track of instances during your accredited term when Standards and Practices were not followed, and the circumstances, so you can readily document this at renewal.
- **Annually**: Read the Requirements Manual at least annually to become aware of and better understand changes to the accreditation indicators and program requirements that were published after your land trust was accredited.
- **Two Years Prior to Renewal**: Download a comprehensive sample workplan for renewal.

### Starting the Conversation

The Commission is pleased to provide the following presentation materials for use by land trust staff and boards considering renewal of accreditation:

- **PowerPoint presentation**
- **Script for PowerPoint presentation**
- **Handouts: PowerPoint slides for your board**
- **Your Investment Matters! Fact Sheet**
- **Benefits of Accreditation Fact Sheet**

## Registering for Renewal

Registration serves many purposes:

- Confirms your land trust’s intent to renew.
- Ensures the Commission has your land trust's current contact information.
- Identifies any related corporations that will be part of your pre-application and application.
- Submitting your registration also means you will get access to and can start working on your pre-application.

*Registration for a renewal round generally opens six months prior to the application due date. At that time the Commission will send your accreditation contact an email to start the registration process.*

### Required Registration, Pre-Application and Application Dates
Your accredited land trust must register for renewal, submit a renewal pre-application, and submit a complete renewal application on or before each assigned deadline. As long as those three key deadlines are met, your land trust will remain accredited until the Commission makes a final decision on your renewal application.

There will generally be two rounds each year for renewal applications. Your land trust will be contacted about two years prior with general information about the year and round it must renew, and again within six months of your application due date with more specific details. Plan accordingly and make sure your land trust registers and meets all associated deadlines.

- **Registering one round earlier than scheduled.**
- **Information on penalties related to failure to register and meet subsequent deadlines.**
- **Deadlines and Exceptions for Catastrophes.**

### The Registration Process

- **It’s online!** The entire renewal process (including registration) is completed entirely online.
- **It’s easy!** A reference copy of the renewal registration form is available. At registration, your land trust also pays the renewal registration fee.
- **We will send a reminder!** Six months prior to your land trust’s application due date, the primary accreditation contact for your organization will receive an email to alert him or her to begin the renewal process and with a link required for registering.

### Renewal Webinar

**Voices of Experience: Learn about the Renewal of Accreditation Process from Accredited Land Trusts**

Learn about renewal of accreditation from land trusts that have been through the program in this webinar designed for organizations that are actively preparing for renewal. Representatives from accredited land trusts will talk about how they prepared to apply for renewal of accreditation and relate their experiences going through the process. This webinar is presented in a manner that participants should already be familiar with the accreditation process and are preparing their organization’s renewal application. [Watch and listen to the recorded presentation.]

### Frequently Asked Questions

**How will our land trust know approximately when it will have to register for renewal?**

Below is a general rule (contact us for the specific year and round assigned to your land trust).

- If your accreditation expiration date is August your application is due in the Spring Round of the same year.
- If your accreditation expiration date is January your application is due in the Fall Round of the previous year.

**How do we confirm who the Commission has on file for our accreditation contact?**

To confirm or change your accreditation contact send us an email with the updated information.

If you have questions, please email or call 518-587-3143.

**Do we have to show that we completed an assessment during our accredited term?**

Renewal applicants do not have to demonstrate that they completed an assessment against all Land Trust Standards and Practices. However, conducting an assessment remains a great way to prepare for renewal:

- Assessments conducted before applying for renewal may help land trusts identify areas that need more work before submitting the renewal application.
- Completing periodic assessments against the full set of practices helps land trusts set benchmarks for continuous improvement.
- A new assessment helps measure progress against your past benchmarks.

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