

The renewal pre-application is completed in the Accreditation Management System (AMS) and is submitted approximately two months ([see renewal process timeline](#)) before the main application is due. After you submit the initial registration, you will get access to the pre-application and you will be able to start working on it. Each applicant for renewal is required to:

- Complete and submit a pre-application form
- Submit the required pre-application attachments in the AMS

To find the supporting materials for you pre-application and pre-application attachments, visit [Materials for Renewal Applicants](#) page and download the **Renewal Reference Application Packet**.

- [Pre-Application Form](#)
  - [Pre-Application Attachments](#)
  - [Submitting Your Pre-Application](#)
  - [Commission Review of Pre-Applications](#)
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## Pre-Application Form

The Pre-Application asks basic questions about your land trust's land conservation activities, related entities (if any), and potential conflicts of interest with current staff and commissioners. The Pre-Application is included in the **Reference Application Packet** on the [Materials for Renewal Applicants](#) page.



[accordion id="a1" heading="Click for Tip on Timing"]

The information provided must be no older than 3 months prior to the pre-application due date.

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[accordion id="a2" heading="Click for Tip about Multiple Corporations"]

If applying with related entities it is important to review the reference copies of the (as applicable):

- **Addendum for Multiple Corporations - Basic** or
- **Addendum for Multiple Corporations - Intermediate**

To view the addendums download the **Reference Application Packet** on the [Materials for Renewal Applicants](#) page. Each applicable entity must submit the required information as part of the application process as noted in each document in accordance with the [Commission's policy](#).

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[accordion id="a3" heading="Click for Tips on Verification Statements"]

Here are examples of how you might respond to the verification statements, using amendments as the category:

- [Narrative style response](#)
- [Chart style response](#)

In every case include all requested information, including enough detail to explain what the land trust did and why.

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[accordion id="a4" heading="Click for Tip about Mergers and Affiliations"]

Learn more about requirements for land trusts that, [accepted land or easements from other organizations](#) or that engaged in [mergers or affiliations](#)

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[accordion id="a5" heading="Click for Tip on Notifying Key Stakeholders"] As part of a complete application, applicants are required to provide evidence that they have notified key stakeholders that the organization is applying for accreditation or renewal. Most organizations complete their public notice around the time they submit their pre-application.

[Learn more.](#)

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## Pre-Application Attachments

The pre-application requires a number of attachments including:

[accordion id="a6" heading="Your land trust's most recent Form 990 (or Form 990-EZ, or Form 990-N)."]

- The Form 990 is used to determine the [accreditation application fee](#), and is also evaluated as part of the application review process.
- Please include all completed Schedules, Statements and Attachments that accompanied your organization's Form 990 (or Form 990-EZ) filed with the Internal Revenue Service (not the public inspection version).

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[accordion id="a7" heading="Renewal of Accreditation Agreement"]

Your land trust must download, sign and submit a scanned copy of the signed Accreditation Agreement as part of your pre-application.

- The Accreditation Agreement obligates the organization to abide by the terms and conditions of the accreditation program. It also obligates the Commission to abide by its [policies](#).
- It should be signed by an individual with the authority to enter into contracts on behalf of the organization.

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[accordion id="a8" heading="The Land Conservation Project List (LCPL)"]

- The LCPL must be submitted electronically as part of your pre-application. [Read more >>](#)
- [Video Tutorial: Completing the Land Conservation Project List](#)
- [Video Tutorial: Tips and Tricks for Completing the Land Conservation Project List](#)

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[accordion id="a9" heading="Schedule of Dedicated and Restricted Funds (SDRF)"]

- The SDRF (excel file) must be submitted as part of the pre-application. [Read more >>](#)
- [Video Tutorial: Completing the Schedule of Dedicated and Restricted Funds](#)
- [FAQ video on completing the SDRF](#)

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## Submitting Your Pre-Application

Failure to submit a complete pre-application by the deadline will result in your accredited status being terminated. [Click here for information about penalties for failure to meet required due dates prior to the expiration of your organization's accredited status.](#)

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## Commission Review of Pre-Applications

The Commission reviews each renewal pre-application to:

[accordion id="b22" heading="Select Projects for Inclusion in the Main Application"]

The submitted Land Conservation Project List (LCPL) is used to select specific conservation easements or fee properties for review. The number of selected projects will generally be capped at four (two easements and two conservation fee properties); additional projects may be selected if the land trust had a large volume of transactions over its accredited term.

To understand the suite of questions you should be prepared to answer about each of the selected projects, please review the *Conservation Easement Project Documentation* or *Conservation Fee Project Documentation* sections in

the **Reference Application Packet** on the [Materials for Renewal Applicants](#) page.

At least five weeks before the main application due date, applicants receive the list of selected projects from the review staff. Project documentation is submitted as part of the main application. You can learn more about this step in the application process on the [Application and Project Documentation](#) page.

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**[accordion id="b32" heading="Select Targeted Verification Items for Inclusion in the Main Application"]**

Based on your land trust's pre-application answers and documentation, the Commission may request specific documents be uploaded for transactions or activities identified as being higher risk. Targeted verification includes a narrow set of documents to show how the land trust met the requirements in specific areas.

To understand the documents that may be requested and the questions that will be asked, please review the *Targeted Verification Documents* section in the **Reference Application Packet** on the [Materials for Renewal Applicants](#) page.

You can learn more about this step in the application process on the [Application and Project Documentation](#) page.

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**[accordion id="b42" heading="Calculate the Accreditation Fee"]**

Your Form 990 is used to calculate the accreditation fee for your organization. You will receive an invoice that is due with your main application. For more information about how the fee is calculated please visit the [Timeline and Costs](#) page.

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