

## Sample Workplan for Renewal of Accreditation

◆ Received Accreditation on \_\_\_/\_\_\_/\_\_\_

◆ Accreditation Expires on \_\_\_/\_\_\_/\_\_\_

When (general)	What	Who	Due
Year 1 of accreditation term	<ol style="list-style-type: none"> <li>1. Review any new policies, procedures, and/or templates created during the accreditation application process to meet the accreditation requirements.               <ul style="list-style-type: none"> <li>• Have they been implemented?</li> <li>• If not, how and when will they be implemented?</li> </ul> </li> <li>2. Examine any expectations for improvement issued when accreditation was awarded.               <ul style="list-style-type: none"> <li>• How have you addressed them?</li> <li>• How have you documented how they were addressed?</li> <li>• How will you document that they continue to be addressed over your term?</li> </ul> </li> <li>3. <a href="#">Examine the Requirements Manual</a>.               <ul style="list-style-type: none"> <li>• Are there any new requirements that have been put into place since your application that you should start implementing?</li> </ul> </li> </ol>		
Year 2 of accreditation term	<ol style="list-style-type: none"> <li>1. Examine your policies and procedures.               <ul style="list-style-type: none"> <li>• Do they still reflect your current practice, or should they be revised?</li> <li>• Do they meet the requirements (if applicable)? If not, when will you update them?</li> </ul> </li> <li>2. <a href="#">Consider conducting an assessment of your organization</a> (not required for accreditation).               <ul style="list-style-type: none"> <li>• Are there any issues that need to be considered or addressed?</li> </ul> </li> </ol>		
Year 3 of accreditation term (Two years prior to anticipated renewal)	<ol style="list-style-type: none"> <li>1. Confirm your accreditation contact with the Commission.</li> <li>2. Receive general information about renewal year/round and due dates from the Commission.</li> <li>3. Become familiar with renewal process.               <ul style="list-style-type: none"> <li>• <a href="#">Review Applicant Handbook</a></li> <li>• <a href="#">Review Reference Application</a></li> <li>• <a href="#">View tutorials on renewal process</a></li> </ul> </li> <li>4. Notify Commission of any major changes to the organization's structure (such as a merger or name change) as needed.</li> </ol>		

<b>When (general)</b>	<b>What</b>	<b>Who</b>	<b>Due</b>
Year 4 of accreditation term (One year prior to anticipated renewal)	<ol style="list-style-type: none"> <li>1. Examine your policies and procedures and update as needed to meet requirements and secure board adoption prior to application due date.</li> <li>2. Begin assembling (or updating past) Land Conservation Project List (LCPL) data. <ul style="list-style-type: none"> <li>• <a href="#">View LCPL tutorial</a></li> </ul> </li> <li>3. Start compiling “over term” data needed for pre-application statements on conflicts of interest, easement violations, easement amendments, extinguishments and fee property ownership challenges.</li> <li>4. Confirm you have documentation that shows how your expectations for improvement are being met.</li> </ol>		
6 months prior to application due date (In year 5 of accreditation term)	<ol style="list-style-type: none"> <li>1. Receive invitation to register for renewal.</li> <li>2. Register and pay registration fee to access online application system (AMS).</li> </ol>		
3-6 months prior to application due date	<ol style="list-style-type: none"> <li>1. Finalize LCPL data.</li> <li>2. Ensure all pre-application data is recent (within 90 days of due date).</li> <li>3. Complete and submit the pre-application and attachments. <ul style="list-style-type: none"> <li>• <a href="#">View Schedule of Dedicated and Restricted Funds tutorial</a></li> </ul> </li> </ol>		
5-6 weeks prior to application due date	<p><i>Receive notification from the Commission of conservation projects and targeted verification items selected for review.</i></p> <ol style="list-style-type: none"> <li>1. Assemble project documentation for projects selected by the Commission.</li> <li>2. Assemble targeted verification items selected by the Commission.</li> <li>3. Finalize all application documentation.</li> </ol>		
By application due date	<ol style="list-style-type: none"> <li>1. Submit the application and all supporting documentation.</li> <li>2. Pay accreditation application fee (by check to address on invoice).</li> </ol>		