



Making Progress on Your Certification Application



Webinar Agenda

- Overview
- 2016 Certification Cycle
- Reviewer Comments
- Overview of district & school dashboard
- Re-Submitting Documentation
- Green Team Resources
- Technical Assistance/Questions



Overview

- Sustainable Jersey for Schools offers an online application for certification.
- Districts and schools submit applications, but only schools are certified
- Points earned on the district application flow to their schools



Levels of Certification

150

Bronze

- Green team
- 2 out of 11 priority actions
- Actions completed in 6 of 17 categories

350

Silver

- Green team
- 3 out of 11 priority actions
- Actions completed in 8 of 17 categories



2016 Certification Cycle

- **January 15** – Initial Application Deadline
- Late February – Reviewer Comments
- **April 8** – Second Application Submission
- Early May – Reviewer Comments
- **June 24** – Final Application Submission
- Mid July – Certified Schools Notified
- **October** – Certified Schools Celebration



Application Revision Email



Fwd: Sustainable Jersey for Schools Application Revision & Important Information about Approaching Deadlines

March 3, 2016 3:32 PM

From: Sustainable Jersey Schools

To: Heather McCall

On Tue, Feb 23, 2016 at 4:34 PM, Sustainable Jersey for Schools <schools@sustainablejersey.com> wrote:

Dear Central Avenue Elementary School (Morris):

Thank you for submitting a Sustainable Jersey for Schools application. Sustainable Jersey for Schools has completed its first round of reviews. Based on our municipal certification program experience, it is typical that only a small percentage of actions meet the action submission standards after the first round. There are two more review rounds in this application cycle.

Each action has been reviewed and marked as *Approved* or *Must Revise*. All actions marked as *Approved* are locked from further editing. You can view these actions by clicking on the appropriate filter (Approved or Must Revise) under the Search Actions box at the top of your application. Your total approved or must revise points will then display in the "Action Totals" box on the right side of the page. A list of the actions marked as *Must Revise* is also provided at the bottom of this email. Comments have been added for each action to help you determine what more is needed in order to have the action approved. Revisions to your application materials must be submitted by **April 8, 2016**, to participate in the second round of reviews in this application cycle. General information about the 2016 application cycle can be found at the [Application Cycle page](#).

We encourage you to keep working on your actions and resubmit your application by the **April 8 deadline**. To help you move forward in the certification process, a webinar entitled "Making Progress on your Certification" will be held on **Friday, March 4 at 3pm** to help you better understand the application feedback process, submission cycle, and how to organize your materials for success. You can sign up for the webinar here: <https://attendee.gotowebinar.com/register/663414902648752388>

The resubmission process is outlined below.

Process to Resubmit:

1. Only resubmit actions for which you have uploaded documentation that you believe will meet the action requirements. If you have not yet completed work on the action, you will have a final opportunity to resubmit your application in June.
2. When you have made all the desired changes and uploaded needed documentation for a *Must Revise* action, change the action status to Completed.
3. In school applications, the yellow "Submit" button will appear in the bottom of the Completed Actions box after you have clicked to update your progress and you have marked enough actions as "Completed" to reach the minimum submission requirements. In district applications the "Submit" button is always yellow and clickable.
4. Click on the yellow "Submit" button once you have finished all of your action revisions to resubmit your application.
5. Your application will now be locked until the second round of reviews is completed by Sustainable Jersey for Schools in early-May.

Listed below are a couple of general tips regarding action submissions you should address when updating your application.

1. Please make sure to read the detailed descriptions of the actions in order to understand what each action requires. The title alone is not enough to go on in putting a submission together.
2. Use the Description of Implementation box to provide a summary of what was accomplished relative to the action.
3. Uploaded documents should support/provide evidence of the information provided in the summary. Documents that do not relate directly to the action requirements or are outdated should be deleted.
4. Please note that once a school is certified, its Certification Report is accessible on the Sustainable Jersey for Schools website. The report includes the Description of Implementation and links to all the uploaded files for all Approved actions. Please make sure that any information that should not be publicly available is not included in action submissions.

Please note that if Central Avenue Elementary School (Morris) does not resubmit by **April 8, 2016**, you will not have the opportunity to receive input on your action submissions prior to the final application deadline on **June 24, 2016**. Please do not hesitate to contact Veronique Lambert at 609-771-3427 or email schools@sustainablejersey.com if you have any questions.

Reviewer Comments

- **No Documentation Submitted**
 - No documentation has been uploaded to support any description that may have been submitted in the “Description of Implementation” text box.



Reviewer Comments

- **Submission Requirements Not Yet Met**
 - Documentation is uploaded to the action submission, but does not meet the requirements for approval.



Reviewer Comments

- **Prerequisite Not Met**
 - Action submission is sufficient for approval, but the prerequisite action has either not been submitted for or has been marked “Must Revise”.



District and School Dashboard

- This is where you can access your application, update your profile, add users, and view registration documentation

District and School Dashboards

Listed below are the district and/or school accounts for which you are an identified user. To gain access to additional accounts you must be invited by a current user.

! TEST DISTRICT (ATLANTIC)

Update Application

Update your existing application

Update District Profile

Update the primary contact, secondary contact, and certification report "introduction"

Manage District Users

Manage applicant owners and contributors

Download Registration Documentation

Click to download district registration documentation

- **In order to have access to a dashboard you must:**
 - Create an account (if you do not have)
 - Be linked to a district or school through the registration process or by someone already linked



Accessing the Dashboard

- Click **Sign in or sign up.** → Login → **You are signed in. [sammc29@comcast.net]**
- Click on right hand side → **District and School Dashboards**
- You will go to a page that lists the districts and/or schools that you are linked to

District and School Dashboards

Listed below are the district and/or school accounts for which you are an identified user. To gain access to additional accounts you must be invited by a current user.

TEST DISTRICT (ATLANTIC)

Update Application	Update your existing application
Update District Profile	Update the primary contact, secondary contact, and certification report "Introduction"
Manage District Users	Manage applicant owners and contributors

TEST SCHOOL A (ATLANTIC)

Begin Application	Begin a new application
Update School Profile	Update the primary contact, secondary contact, and certification report "Introduction"
Manage School Users	Manage applicant owners and contributors

ACTIONS & CERTIFICATION

- Program Benefits
- Register
- Certification Overview
- Actions
- District and School Dashboards**
- Review
- Participating Districts and Schools

Manage Users

- Allows you to add or remove users to the district/school dashboard
- Can be designed as owner (limit 5) or contributor
 - Both can work on application (edit, upload, submit for review, etc.)
 - Owners can add/remove other owners & contributors
 - Contributors can add other contributors

Manage Users

Multiple users may contribute to an application for certification. There are two types of users: owners and contributors. Owners may add and remove other owners and contributors. Contributors may add other contributors, but may not remove users from the application. Both owners and contributors can contribute to the school or district's application for certification by adding action submissions, uploading documentation, and submitting the application for review.

OWNERS

1. First Last	Owner	Update	Remove
2. Renee Halder	owner		
3. Samantha McGraw	Owner	Update	Remove
4. Veronique Lambert	Owner	Update	Remove
5. Heather McCall	Owner	Update	Remove

CONTRIBUTORS

ADD A USER

Email: Role:



Manage Users

- Those that have already created an account on the website can be added immediately and will receive a confirmation email
- Those without a website account can be sent an invitation email instructing them to create an account in order to have access to the dashboard

Manage Users

Multiple users may contribute to an application for certification. There are two types of users: owners and contributors. Owners may add and remove other owners and contributors. Contributors may add other contributors, but may not remove users from the application. Both owners and contributors can contribute to the school or district's application for certification by adding action submissions, uploading documentation, and submitting the application for review.

OWNERS

1. First Last	Owner	Update	Remove
2. Renee Haider	owner		
3. Samantha McGraw	Owner	Update	Remove
4. Veronique Lambert	Owner	Update	Remove
5. Heather McCall	Owner	Update	Remove

CONTRIBUTORS

ADD A USER

Email: Role:

↑
Enter email
address

↑
Designate
role

↑
Execute



Application – “Living Document”

Application Overview

! Test District (Atlantic) Application

Application Overview **IN PROGRESS**
[View details and history](#) | [Help](#) | [View School Applications](#) Reviewer Feedback: 0 comments

Search Features

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Action Listing

[Back to Top](#) [Expand All](#) [Collapse All](#)

Diversity & Equity

- Accessible Communications** Status: Unplanned
10 Points Unplanned
- Breakfast After the Bell** Status: Unplanned
20 Points Unplanned
- Diversity on District Task Forces & Committees** Status: Unplanned
10 Points District Only Unplanned

Energy Efficiency

[← My Dashboard](#)

ACTION TOTALS

(Completed, Approved)

Mandatory 0/1

Priority 0/3

Total 0/370

Categories 0/17

Actions 0/35

When you have completed all the actions you would like to include in your application, click on the button below.

Point Calculations and Submission



Application Overview

- At the top of the application, click “View details and history” to see:

Hopewell Valley Regional School District (Mercer) Application

Application Overview
[View details and history](#) | [Help](#) | [View School Applications](#) **IN PROGRESS**
Reviewer Feedback: 0 comments

Current Status
This application is **IN PROGRESS**

Application History
This applicant has applied 0 times

Reviewer Feedback
0 comments

Current status: All new applications are marked In Progress – you have started working on your application

Check on reviewer feedback: Once you have submitted your application it has been reviewed

Get help: Access more detailed instructions on navigating the application

View school applications: District users can view the applications of registered schools in the district



Application Overview

- At the top of the application, click “View details and history” to see:

Bear Tavern Elementary School (Mercer) Application

Application Overview View details and history Help	IN PROGRESS Reviewer Feedback: 0 comments
Current Status This application is IN PROGRESS	IN PROGRESS
Application History This applicant has applied 0 times	
Reviewer Feedback	0 comments
District Application Hopewell Valley Regional School District	IN PROGRESS Visit application

Current status: All new applications are marked In Progress – you have started working on your application

Check on reviewer feedback: Once you have applied for certification and the application has been reviewed

Get help: Access more detailed instructions on navigating the application

View district actions: School users can view the applications of the district



Search Features

SEARCH ACTIONS

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

[Back to Top](#) [Expand All](#) [Collapse All](#)

- Climate Mitigation & Renewable Energy
- Diversity & Equity
- Energy Efficiency
- Food & Nutrition
 - Promote Locally Grown Foods Status: Unplanned
10 Points Unplanned
 - Healthy Food Choices Status: Unplanned
10 Points Unplanned

SEARCH ACTIONS

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

[Back to Top](#) [Expand All](#) [Collapse All](#)



- Climate Mitigation & Renewable Energy
 - Buy Renewable Electricity Status: Planned
10 Points School Only Planned
Last updated 01/27/15
- Diversity & Equity
- Energy Efficiency
- Food & Nutrition
 - Promote Locally Grown Foods Status: Planned
10 Points Planned

- Search for actions using key words in the action title **OR** by action status
- Actions that meet search criteria will expand
- Clear search when complete



Action Listing

- District and School applications function the same
- Actions shown on application varies by types of actions

Type of Action	District Application	School Application
District Only 	Yes	Yes in View Only Mode
School Only 	No	Yes
Both	Yes	Yes but in View Only Mode if District has claimed



Examples of Action Listing

District Application View

The screenshot shows a mobile application interface. At the top, there is a header for "Green Design" with a white radio button. Below it, there are two action items: "Green Building Policy" (10 Points, Priority, District Only) and "Green Building Training" (10 Points). The "Green Building Policy" item is highlighted with a blue border. At the bottom, there is a header for "Green Purchasing" with a white radio button.

School Application View with "Both" Action Not Claimed by District

The screenshot shows a mobile application interface. At the top, there is a header for "Green Design" with a white radio button. Below it, there are three action items: "Green Building Policy" (10 Points, Priority, District Only), "Green Building Training" (10 Points), and "Green Building Survey" (10 Points, School Only). The "Green Building Training" item is highlighted with a green border.

School Application View with "Both" Action Claimed by District *

The screenshot shows a mobile application interface. At the top, there is a header for "Green Design" with a green radio button. Below it, there are three action items: "Green Building Policy" (10 Points, Priority, District Only), "Green Building Training" (10 Points, Last updated 01/27/15), and "Green Building Survey" (10 Points, School Only). The "Green Building Survey" item is highlighted with a red border.



Action Submission Page

- This is where you upload documentation for a specific action.
- Four main sections
 - Action Information: Status and Points
 - Description of Implementation
 - Upload Supporting Documentation
 - Reviewer Feedback

! Test School A (Atlantic) Application for Certification

ACTION SUBMISSION: BUY RENEWABLE ELECTRICITY

You are editing the action submission for the action "Buy Renewable Electricity."
[Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

<input checked="" type="checkbox"/> Status Current action submission status: Planned	Planned <input type="button" value="v"/>
<input checked="" type="checkbox"/> Points Points for this action are not variable.	10

DESCRIPTION OF IMPLEMENTATION:

In the text box below, please provide a short summary (300 word maximum) of what was accomplished and the impact it had or will have on the school community. Include relevant references to the uploaded materials. If you are pasting information into the text box, please be sure to check the content and format of the entry.



Action Information

View action text →

Update status
and select point
level if variable
point action →

! Test District (Atlantic) Application for Certification

ACTION SUBMISSION: SUSTAINABLE ENERGY TRANSITION PLAN

You are editing the action submission for the action "Sustainable Energy Transition Plan." [Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

✓ Status Current action submission status: Planned	Planned
✓ Requested Points Point level requested for this submission	10
✓ Schools working on this action The number of schools in this district who have begun working on this action.	0

APPLICATION NAVIGATION

Jump to another planned action submission:

← Back to Application

Save Action Submission

If **district application** and a **"both"** action, you will see how many schools in the district are working on the action. Districts should **not change the status** of an action if schools are working on it without consulting the schools first. The district submission will override the schools.



Description of Implementation

Input a short summary of what was accomplished and the impact it had or will have on the district and/or school.

DESCRIPTION OF IMPLEMENTATION:

In the text box below, please provide a short summary (300 word maximum) of what was accomplished and the impact it had or will have on the school community. Include relevant references to the uploaded materials. If you are pasting information into the text box, please be sure to check the content and format of the entry.

This is where you tell us what you did and the impact it had on the district and/or school.



Upload Supporting Documentation

Select the file from your computer to upload

Many types of files can be uploaded, up to 20MB. You can rename it to be whatever you like.


Once successfully uploaded it will appear in the box below

UPLOAD SUPPORTING DOCUMENTATION

Please upload the supporting documentation required as outlined in the “*What to submit to earn points for this action*” section of the action. Simply enter a document title, click on the **Choose File** button to select the file, and then click on the **Upload** button. Up to six files can be uploaded. Each file must be uploaded individually. Individual files cannot exceed 20 MB. If there is a need to provide more than six documents, please combine documents into one PDF file. To remove any uploaded file, simply click the “X” in the column labeled “Delete.” Be sure to click on the **Save Action Submission** before exiting this page.

Document Title (optional)

No file selected.

Type	Title	Uploaded On	Delete
	Sustainable Energy Transition Plan	1/1/1970 at 12:00 AM	X

Easily remove files by clicking “X” under Delete



Be Sure to Save Action Submission

At Top of Page

ACTION SUBMISSION: SUSTAINABLE ENERGY TRANSITION PLAN

You are editing the action submission for the action "Sustainable Energy Transition Plan." [Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

Sustainable Energy Transi ▾

← Back to Application

Save Action Submission


OR

At Bottom
of Page

Document Title (optional)

Sustainable Energy Transition Plan Documentation

Browse... No file selected. Upload

Type	Title	Uploaded On	Delete
	Sustainable Energy Transition Plan	1/1/1970 at 12:00 AM	✕

Save Action Submission



Certification Information on the Website

- Once you are certified your information becomes publically accessible on the website
- Remove sensitive information before uploading your documentation
- Inspire others! Tell a story in your narrative
- Name your documents before uploading
- Remove irrelevant or outdated documentation
- Only upload parts of documents that are needed (eg.not the entire policy handbook)



Calculating Points

- Use the ACTION TOTALS chart in left column to track your point totals.
- The default values will be a combination of Completed and Approved actions.

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions Clear Search

Back to Top Expand All Collapse All

ACTION TOTALS
(Completed, Approved)

Mandatory	0/1
Priority	0/3
Total	0/370
Categories	0/17
Actions	0/35

When you have completed all the actions you would like to include in your application, click on the button below.

- You can view different combinations by checking the desired boxes under SEARCH ACTIONS

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions Clear Search

ACTION TOTALS
(Planned)

Mandatory	0/1
Priority	1/3
Total	70/370
Categories	7/17
Actions	7/35

When you have completed all the



Preparing to Re-Submit District Application

- Once you are finished working on an action, mark it as “Completed”
- There are **no** minimum requirements districts must meet to submit an application
- When ready to Submit Application for Review, press the yellow submit button:
 - Confirm submission, and you will receive a notification in green at the top of the page the application has been submitted
 - All users on the account will receive an automatic email that your application has been submitted for review
- You will be locked from editing your application until review is complete

ACTION TOTALS

(Completed, Approved)

Mandatory	0/1
-----------	-----

Priority	0/3
----------	-----

Total	20/370
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Categories	1/16
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Actions	1/34
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When you have completed all the actions you would like to include in your application, click on the button below.

Submit Application for Review



Preparing to Re-Submit School Application

- Certification Criteria visible on right hand side
- Action Totals – In school application you can also view points by District, School or Both..
 - District points flow from the District Application
 - District and School point combined determine ability to Submit Application for Review and Certification
- Gray submit button turns yellow once minimum requirements met for bronze certification based on actions marked “Completed” and “Approved”
- Once submitted, the application is locked from editing until the review is complete

CERTIFICATION CRITERIA

	 bronze	 silver
Mandatory	1	1
Priority	2	3
Points	150	350
Categories	6	8

ACTION TOTALS

(Completed, Approved)

District School Both

Mandatory	0/1
Priority	0/10
Total	10/965
Categories	1/17
Actions	1/91

When you have completed all the actions you would like to include in your application, click on the button below.

Submit Application for Review and Certification

District and School Collaboration Required

- Those working on the district application and those working on schools applications need to communicate with each other
 - Need to determine at what level “Both” actions will be completed
 - District application needs to be completed in same time frame as school applications



Important Tips

- Read the action.
 - What to do & how to do it
 - What to submit
- Sustainable Jersey for Schools Actions award points for activities ABOVE what is required by law. Submitting only the required minimum training or state forms will not result in approval.
- Board policies must be fully adopted in order to receive points. Make sure you allow time for two readings before the deadline!



Important Tips

- Do not resubmit if you do not have any documentation
- Be aware of your 6 document limit!
- Save online links as PDFs, or combine multiple documents
- Utilize Action Tracking Spreadsheet & Green Team Resources
- District application needs to be completed in same time frame as school applications



Green Team Mandatory Action

Your Green Team action must be approved at the District or School level in order to become certified!

WHAT TO SUBMIT:

- Green Team Establishment documentation
 - Must identify at least two green team members selected by union leadership
- Green Team Annual Report

<http://www.sustainablejerseyschools.com/actions-certification/actions/#open/action/1>



Important Tips for Energy Actions

- Contact reviewer for additional assistance
- Be sure to select the correct number of points for variable point Energy Actions
- Be aware of expiration dates for energy data



Earn Points With Your Municipal Green Team

- Community Education & Outreach
- Green Fair
- Green Your Green Fair/School Event
- Civic & Stewardship Activities
- Recycling Non-Mandated Materials
- Energy Education- GEA
- School Gardens
- Community Asset Mapping
- Safe Routes to School



Questions?

Sustainable Jersey for Schools is here to help!

Contact Veronique Lambert
at 609-771-3427 or
schools@sustainablejersey.com

The webinar and presentation will be posted
on the [Past Webinars & Trainings Page](#)

