



2023 Countdown to Certification

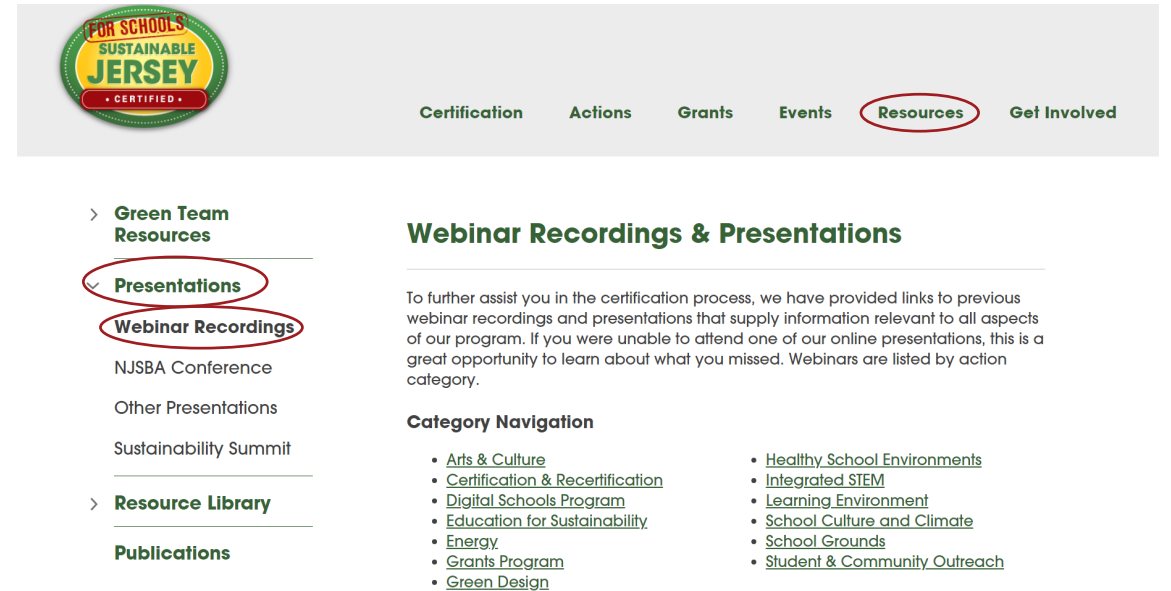
January 12 2023

JoAnna Contarino, Program Assistant



Housekeeping

- Housekeeping: All attendees are muted.
- Questions? Enter them into the Questions box or “raise your hand” and we will answer them at the end of the presentation.
- The presentation and recording will be posted on the [Webinars page](#) by early next week.



The screenshot shows the website for 'For Schools Sustainable Jersey'. At the top left is a circular logo with the text 'FOR SCHOOLS SUSTAINABLE JERSEY' and 'CERTIFIED' below it. To the right of the logo is a horizontal navigation bar with the following links: 'Certification', 'Actions', 'Grants', 'Events', 'Resources' (which is circled in red), and 'Get Involved'. Below the navigation bar, on the left side, is a sidebar menu. It has a header 'Green Team Resources' followed by three items: 'Presentations' (circled in red), 'Webinar Recordings' (circled in red), and 'Publications'. Under 'Webinar Recordings', there are three sub-links: 'NJSBA Conference', 'Other Presentations', and 'Sustainability Summit'. To the right of the sidebar, the main content area has a heading 'Webinar Recordings & Presentations'. Below this heading is a paragraph: 'To further assist you in the certification process, we have provided links to previous webinar recordings and presentations that supply information relevant to all aspects of our program. If you were unable to attend one of our online presentations, this is a great opportunity to learn about what you missed. Webinars are listed by action category.' Below the paragraph is a section titled 'Category Navigation' which contains two columns of bulleted links. The first column includes: 'Arts & Culture', 'Certification & Recertification', 'Digital Schools Program', 'Education for Sustainability', 'Energy', 'Grants Program', and 'Green Design'. The second column includes: 'Healthy School Environments', 'Integrated STEM', 'Learning Environment', 'School Culture and Climate', 'School Grounds', and 'Student & Community Outreach'.

For Schools Sustainable Jersey
CERTIFIED

Certification Actions Grants Events **Resources** Get Involved

> **Green Team Resources**

Presentations

Webinar Recordings

NJSBA Conference

Other Presentations

Sustainability Summit

> **Resource Library**

Publications

Webinar Recordings & Presentations

To further assist you in the certification process, we have provided links to previous webinar recordings and presentations that supply information relevant to all aspects of our program. If you were unable to attend one of our online presentations, this is a great opportunity to learn about what you missed. Webinars are listed by action category.

Category Navigation

- [Arts & Culture](#)
- [Certification & Recertification](#)
- [Digital Schools Program](#)
- [Education for Sustainability](#)
- [Energy](#)
- [Grants Program](#)
- [Green Design](#)

- [Healthy School Environments](#)
- [Integrated STEM](#)
- [Learning Environment](#)
- [School Culture and Climate](#)
- [School Grounds](#)
- [Student & Community Outreach](#)

Agenda

1. Cycle Timeline
2. Digital Schools Star Recognition
3. Resources
4. FAQs
5. Submission Tips
6. Application Demo



Levels of Certification



- At Least 150 points
- Green team
- 2 out of 14 priority actions
- Actions completed in 6 of 22 categories



- At least 350 points
- Green team
- 3 out of 14 priority actions
- Actions completed in 8 of 22 categories

2023 Certification Cycle

- **January 20** – Initial Application Deadline
- Late February – Reviewer Comments
- **March 31** – Second Submission
- Early May – Reviewer Comments
- **June 15** – Final Application Submission
- Early August – Certified Schools Notified
- **October** – Certified Schools Celebration

<https://www.sustainablejerseyschools.com/certification/2023-certification-cycle/>

2022 Awards



Penns Grove High School
Bronze Certified



Long Branch School District
*All schools Silver Certified,
Elementary & Middle School Sustainability Champions*



Digital Schools Star Recognition



- Digital Schools (DS) Star Recognition recognizes schools that embrace the mindful implementation of effective digital learning and communication tools, resources, and practices – a commitment that is evident in its mission, culture, classrooms, and interactions with its stakeholders
- Builds on legacy of Future Ready Schools – NJ
- Requires the completion of specific actions in the certification application & completion of a Digital Schools (DS) Star application.
- Must earn certification in the year DS Star is awarded
- **Tip:** If applying for DS Star Recognition, it is recommended to wait to submit until the final June application deadline. The DS Star application requires the completion of a checklist reflecting approved certification actions.

2022 Digital Schools Star Recipients



Learn More:

<https://www.sustainablejerseyschools.com/action/s/digital-schools-program/digital-schools-star-recognition/>

Resources

[Master Action Tracking Spreadsheet](#)

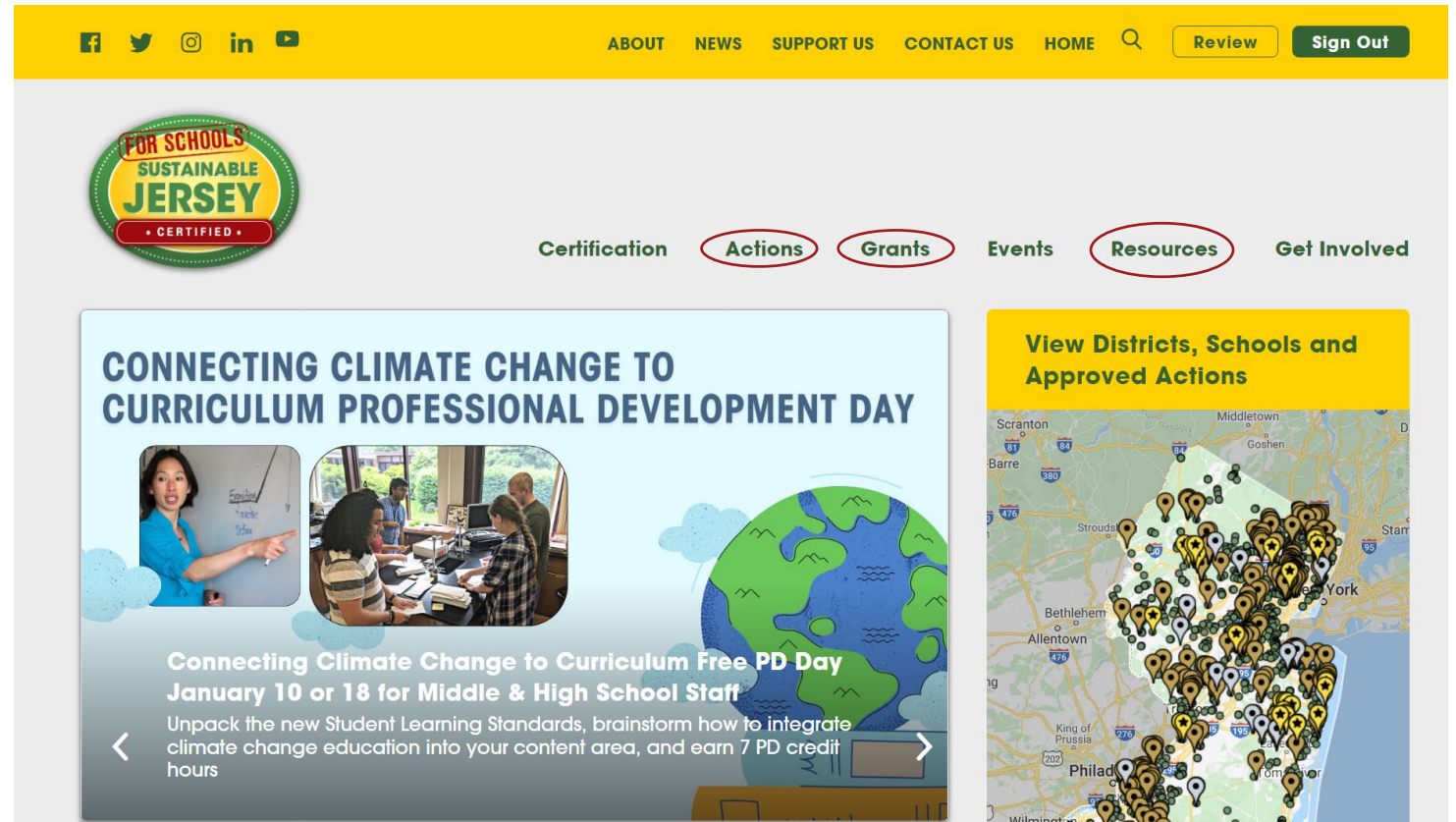
[Application User Guide](#)

[Past Certification Webinars](#)

[Grants](#)

[Actions Page](#)

- Resources
- Spotlight





Participants Map Search

Use the [Participating Districts & Schools](https://sustainablejerseyschools.com/certification/search-participating-districts-schools-approved-actions/) (sustainablejerseyschools.com/certification/search-participating-districts-schools-approved-actions/) page to find examples of documentation from certified schools and connect with school green teams

Search by action

By Certified Action

Board Leadership & Planning

☐ District Sustainability Policy

☒ Professional Development for Sustainability

☐ Green Enhancement of District Strategic Plans

☐ Strategic Plan Implementation of Green Initiatives

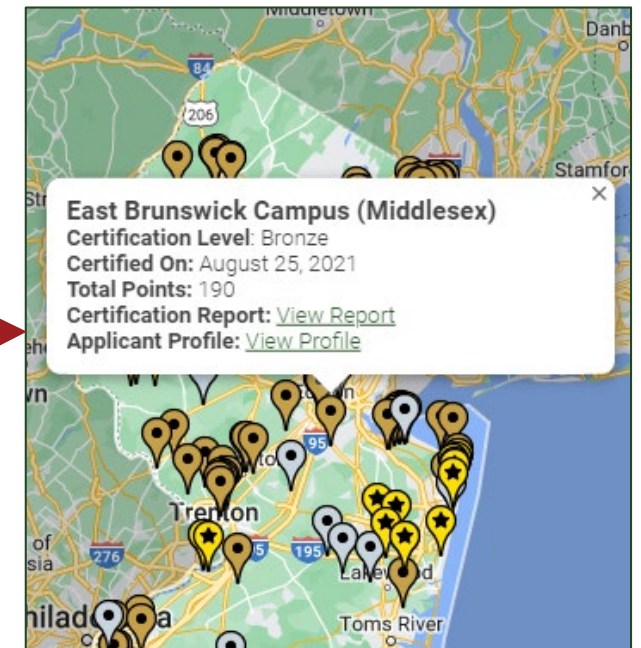
☐ School Community Asset Mapping

☐ School District Foundation

View certified schools approved for that action

APPLICANT	COUNTY	CERTIFICATION
Alexandria Middle School (Hunterdon)	Hunterdon	BRONZE
Lester D. Wilson Elementary School (Hunterdon)	Hunterdon	BRONZE
Florence M. Burd Elementary School (Sussex)	Sussex	BRONZE
Long Pond School (Sussex)	Sussex	BRONZE
Atlantic Highlands Elementary School (Monmouth)	Monmouth	BRONZE
Bedminster Township Elementary School (Somerset)	Somerset	BRONZE
Roy W. Brown Middle School (Bergen)	Bergen	BRONZE
Berkeley Elementary School (Essex)	Essex	BRONZE

View certification report for example documentation





Common Questions & Answers

Q: What role does the district application play in certification?



A: Only schools can be certified in the program. Any points on a district application are shared with all schools from that district that are participating in the program. There are district only and school only actions along with actions that can be completed by either. Actions that can be done by both cannot be done by both districts and schools. Ex. If the district claims an action then the schools cannot complete that action.

More Information: <https://www.sustainablejerseyschools.com/resources/green-team-resources/working-on-certification/>

Q: Can documentations and actions be added/removed throughout the cycle?

A: **Yes.** If you are uncertain about which actions you will complete, only submit enough to reach the minimum requirements for bronze certification for the January 20 deadline.



Q: If the majority of my actions don't have documentation, what should I do to submit the application?

A: Only mark enough actions completed to meet the minimum requirements for bronze certification. Additional actions can be added throughout the cycle. This means you may need to change some action statuses from planned to completed for the Submit button to turn yellow.

Energy Tracking & Management

10 Points

• THIS ACTION HAS VARIABLE POINTS: 10, 20

Unplanned ✓

Unplanned

Planned

Completed

Q: What is the difference between planned, completed, and approved actions?

A: *Planned* – indicates action will be/has been worked on.

Completed - indicates action submission is finished including the uploading of supporting documentation OR changed to completed in order for Submit button to turn yellow. Only completed actions are reviewed.

Approved – points currently included in application. Expiration dates may be applicable



Q: Do I need to make any modifications to approved actions?

A: No. Approved actions that do not expire before 8/31/23 will contribute toward your 2023 approved point totals. No update is required for these actions. Check the expiration dates in your application.



Q: Why doesn't the submit button turn yellow?

A: Ensure you meet all the certification criteria. Some actions may be marked planned but need to be changed to COMPLETED

Certification Criteria

		
Required	1	1
Priority	2	3
Points	150	350
Categories	6	8

Show requirements for:




☒  BRONZE

☒  SILVER

Action Totals

(Completed, Approved)

☐ DISTRICT ☐ SCHOOL ☒ BOTH

Required	0/1
Priority	 3/14
Total Points	 170/1340
Categories	 7/22
Total Actions	13/102






Even if all completed actions were approved, this application would still not qualify for certification.


Submit Application for Review


Action Totals

(Completed, Approved)

☐ DISTRICT ☐ SCHOOL ☒ BOTH

Required	 1/1
Priority	 8/14
Total Points	 295/1340
Categories	 14/22
Total Actions	 27/102

If all completed action submissions are approved, this application will qualify for  BRONZE certification.

To achieve  SILVER certification, see certification criteria above.

Submit Application for Review

Q: How can I found out when our certification expired? How can I view previous certification reports and see what I earned for credit?

A: In your application, under details and history, there is an Applicant Reports section which lists your certification history and links to your certification report. Certification expiration and report information can also be found on the **Participants Map** under Applicant Profile.

Application – Details & History

Applicant Reports

This applicant has applied **2** times

CERTIFIED AUGUST 22, 2018 - SEPTEMBER 2, 2023
CERTIFIED SEPTEMBER 22, 2015 - DECEMBER 31, 2018

Participants Map



Q: My school is currently certified and not expiring in 2023. What happens if I submit for recertification and do not earn recertification?

A: If you are planning to recertify BEFORE your certification expires, and you do not attain recertification this year, your previous certification will NOT be impacted and you will still appear as a certified school.



Q: When should I submit my Digital Schools Star application?

A: The final deadline, June 15. To be awarded a Digital Schools Star you need to get a certain number of certification actions approved. Submitting the application in the final round gives you time to get those actions approved.

Q: Do Digital Schools actions count towards regular certification?

A: Yes. All points earned on digital schools actions will be applied to certification.

View full requirements for Digital Schools Star Recognition:

<https://www.sustainablejerseyschools.com/actions/digital-schools-program/digital-schools-star-recognition/>



Submission Tips

- Draft the description of implementation (DOI) in a word document, then copy and paste that information into your DOI.
- Remove sensitive information – once certified approved actions and supporting documentation are publicly available in your certification report on our website.
- Ex. Student names & mailing addresses, phone numbers, etc. should be removed

Submission Tips

- Remove old documentation that is no longer needed for your submission. Reviewers check to make sure that all documentation is current in relation to action requirements.
- Make sure documentation uploaded aligns with your description of implementation.
- Consider submitting one additional priority action than needed for the certification level you apply for. If applying for bronze certification, submit for 3 priority actions instead of the required two.



Application Demonstration

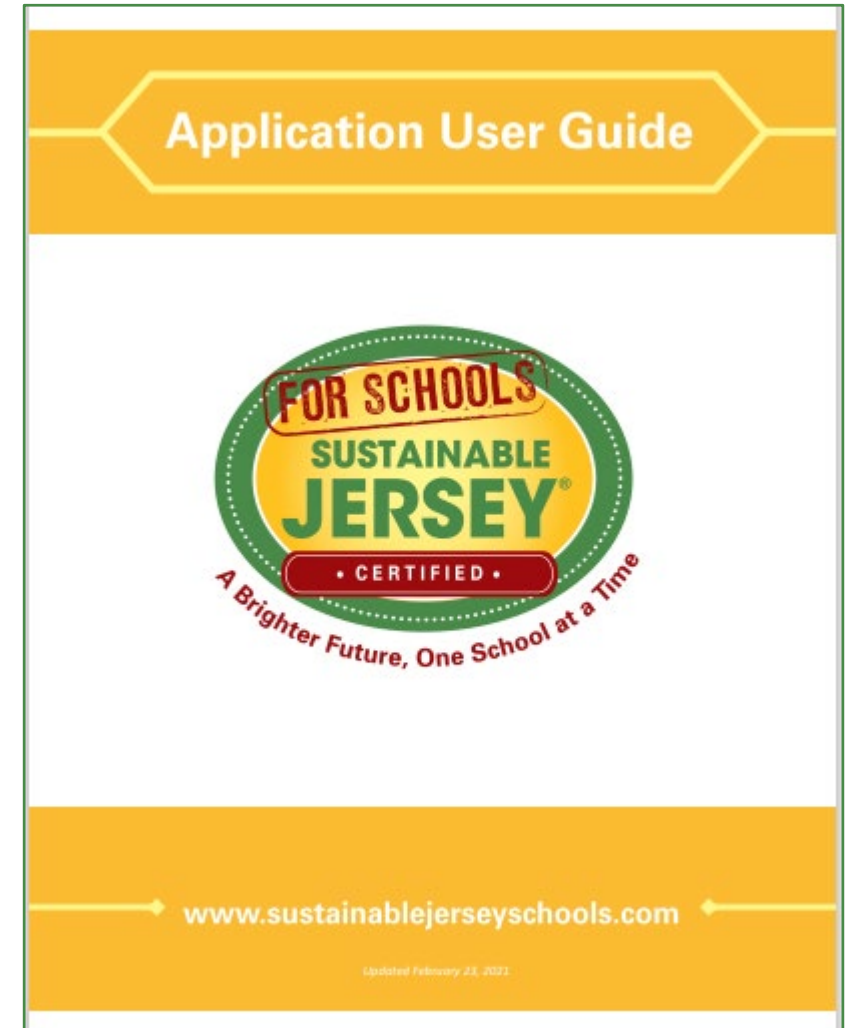
Access Application User Guide

Reviewer Feedback

- While under review, the status of actions will change but you will **not be able to view comments** associated with the actions until the application is sent back **Awaiting Updates**.
- Feedback available at the bottom of the action submission page or top of the application.
- Make sure all relevant contacts are added to the account as either an owner or contributor.

Confirm Contacts on School or District Dashboard

- Check the primary and secondary contact information is correct.
- Make sure all members that should receive the automatic emails through the system regarding application status updates are added as owners/contributors.
- Review [Application User Guide](#) for instructions on making these updates





SUSTAINABLE JERSEY GRANTS PROGRAM



FUNDED BY:

PSEG
Foundation

4 \$10,000

Grants Available



30 \$2,000

Grants Available



\$100,000 is available to NJ public schools and school districts for sustainability projects that relate to certification program actions and green team support

Online applications are due by March 10, 2023

Learn more and apply at bit.ly/SJSGrantAppPSEG

Apply Online

**SUSTAINABLE JERSEY
GRANTS PROGRAM**

Sustainable Jersey Grants Program Account

This grant account can be used from year to year to submit applications to be considered for funding by the Sustainable Jersey Grants Program. Below is more information on how to utilize your grant account.

Sign In

Email

Password

Log In

Need an Account?

Sign Up

Note that this portal is specific to the PSEG grants--by signing in to this portal with your grant account, you will be able to review any past submissions and unsubmitted drafts.

Accept Grant Award



Complete Project



Unveil to the Community



Enjoy the Results



NJ Student Climate Challenge

- The Challenge is FREE.
- Teachers [register](#) their class or club to participate.
- Under their teacher's mentorship, teams of 2 to 12 students complete a school or community project that addresses a cause or impact of climate change.
- **Each team creates a digital story video about the project and completes a Climate Challenge submission form by April 21, 2023.**
- 1st, 2nd, and 3rd place middle and high school winners are recognized at an Awards Ceremony hosted by First Lady Tammy Murphy.
- School winners receive grants to advance their climate education initiatives ranging from \$2,500 to \$500.

Information Session Tuesday, January 24, 3:30pm:

https://tcnj.zoom.us/meeting/register/tJ0tc-isrzMsHtXDjnFyZjjSB4KxNdDz_Xr-



Thank You

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Program Underwriters



Grant Program Underwriters



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