



## GREEN SHIELD CERTIFIED Certification Scope, Duration & Fee Schedule

Green Shield Certification is awarded for a period of one year to candidates who demonstrate compliance with the certification criteria through an on-site evaluation completed prior to certification.

Written applications for renewal must be completed prior to each certification anniversary date to maintain certification. The renewal application form—available online at the following links for [pest management professionals](#) (PMPs), [facilities](#), and [programs](#)—addresses any updates or revisions to certified services including products used, as well as progress on planned improvements. Certification may be revoked if your renewal application is not submitted by the certification anniversary date.

Participants who have been evaluated but are not yet certified must address outstanding minimum requirements and score deficiencies within three years of the issue date of the interim reports, or restart the certification process including repeating the on-site evaluation.

An on-site re-evaluation is required every three years. The re-evaluation will include verification that all required elements are in place and document progress on planned improvements. The re-evaluation site visit must be scheduled prior to the certification expiration date. Any unmet minimum requirements and score deficiencies identified during the re-evaluation must be addressed within six months of the issue date of the interim re-evaluation reports or certification may be revoked.

Participants agree to submit to additional on-site evaluations at any time should Green Shield Certified program staff deem an interim evaluation is required to verify compliance with program criteria.

### GREEN SHIELD CERTIFIED for Pest Management Providers

To offer a GREEN SHIELD CERTIFIED<sup>SM</sup> service, you must:

- Step 1.** Contact the IPM Institute to schedule an evaluation. The evaluation will be conducted on-site at your office, plus a minimum of two customer site visits, using the current version of the *Program Guide & Evaluation for Structural Pest Management Professional Services and Service Providers*, available online here: [http://www.greenshieldcertified.org/standards/Green\\_Shield\\_Certified\\_PMP\\_evaluation.pdf](http://www.greenshieldcertified.org/standards/Green_Shield_Certified_PMP_evaluation.pdf)
- Step 2.** Undergo the on-site evaluation by an IPM Institute-approved professional. After the evaluation, the IPM Institute will generate and submit for your review a set of detailed, confidential interim evaluation reports. These reports will summarize the results of your evaluation and identify any improvements that need to be made prior to certification. Pay the evaluation fee plus travel expenses, which covers the cost of the evaluation and report generation.
- Step 3.** Address the required improvements by submitting the appropriate documentation to the IPM Institute for review. Once all required improvements have been verified as complete,

the Institute will certify your service and send a final report that details the improvements you made during the process for your records.

**Step 4.** Pay the annual certification fee. Renew your certification each year by completing an [annual renewal form](#). An on-site re-evaluation is required every three years.

Your certification fee supports continuing operation of this program and provides:

1. A certificate suitable for framing. Additional pre-printed certificates and promotional products may be ordered for an additional charge. The Green Shield Certified name and logo will be available for your use on hardcopy and electronic documents. See page 9 of the *Program Guide and Evaluation* for restrictions.
2. A company listing and profile on the Green Shield Certified website. We will also provide a local media release for your use.

**Business and Service Certification.** Structural pest management Service Providers may certify their entire business or a specific service offering, for example, an IPM service offered to sensitive or receptive accounts.

### **Service Providers with Multiple Locations**

#### **Independent Locations:**

For locations managed independently, each office will be evaluated and certified separately to ensure that each location meets the Green Shield Certified program criteria.

#### **Centrally Managed Locations:**

For multiple locations staffed by employees who are managed directly from a central office, i.e., central technical direction, service protocol development, product selection, staff training and quality assurance, these offices may be included under one certification. Each location to be included in the certification must be disclosed prior to the initial on-site evaluation. To ensure compliance with program criteria, frequency and number of offices evaluated will be as follows:

For providers with two to five offices, the central office and one branch office will be evaluated prior to certification and every three years. The evaluation will consist of two site visits and one report.

For providers with six or more locations, the central office and at least 20% of branch offices will be evaluated prior to certification and every three years. The evaluation will consist of multiple site visits and one report.

Providers may choose to certify some or all of locations. Only certified locations may offer certified services. Providers must notify Green Shield Certified of any new additional locations before new locations offer Certified services.

Should an evaluation indicate that central management is insufficient to ensure consistent compliance at branch offices, separate certifications may be required at the discretion of Green Shield Certified.

Pest management providers may not use non-employees to perform certified services. Separate companies, contractors or individuals who are not direct, primary employees of the company evaluated must obtain their own certification.

Operations with multiple divisions operating from and managed directly by a central office may be considered a single provider for evaluation and certification purposes. Requirements for multiple locations apply.

### Green Shield Certified Certification and Evaluation Fee Schedule

Green Shield Certified PEST MANAGEMENT PROVIDER Fee Schedule for providers with one to five locations under central management*		
Annual sales volume of certified services*	On-site Evaluation Fee**	Annual Certification Fee
\$250,000 or less	\$1000 plus travel	\$500
\$250,001 - \$500,000	\$1000 plus travel	\$750
\$500,001 - 1,000,000	\$1000 plus travel	\$1,000
\$1,000,001 - \$2,500,000	\$1000 plus travel	\$1,500
\$2,500,001 and up	\$1000 plus travel	\$2,000

\*For providers with more than five locations managed centrally, a custom proposal will include on-site evaluation of at least 20% of all locations. For multiple locations managed independently, a separate evaluation and certification is required.

\*\*Fee per company with up to five locations. Required for initial evaluation and every three years thereafter; invoiced after receipt of interim reports.

- Late Fees & Reinstatement.** Participants agree to pay evaluation fees and annual certification fees in a timely manner to the IPM Institute within 30 days of the original invoice date. Green Shield Certified participants with invoice(s) 60 days past due will be assessed a late fee of 0.75% per month of the past due amount, until paid in full, unless a payment plan has been agreed to by the IPM Institute. Participants with invoices 120 days past due will be subject to certification revocation. A participant may become eligible for reinstatement by paying all past due balances in full.

## GREEN SHIELD CERTIFIED for Facilities

To become a GREEN SHIELD CERTIFIED<sup>SM</sup> facility, you must:

- Step 1.** Contact the IPM Institute to schedule an evaluation. The evaluation will be conducted on-site at your facilities, using the current version of the *Program Guide & Evaluation for Facilities*, available online here:  
<http://www.greenshieldcertified.org/standards/Green%20Shield%20Certified%20for%20Facilities.pdf>
- Step 2.** Undergo the on-site evaluation by an IPM Institute-approved professional. After the evaluation, the IPM Institute will generate and submit for your review a set of detailed, confidential interim evaluation reports. These reports will summarize the results of your evaluation and identify any improvements that need to be made prior to certification. Pay the evaluation fee plus travel expenses, which covers the cost of the evaluation and report generation.
- Step 3.** Address the required improvements by submitting the appropriate documentation to the IPM Institute for review. Once all required improvements have been verified as complete, the Institute will certify your service and send a final report that details the improvements you made during the process for your records.
- Step 4.** Pay the annual certification fee. Renew your certification each year by completing the annual renewal form. An on-site re-evaluation is required every three years.

Your certification fee supports continuing operation of this program and provides:

1. A certificate suitable for framing. Additional pre-printed certificates and promotional products may be ordered for an additional charge. The Green Shield Certified name and logo will be available for your use on hardcopy and electronic documents. See page 9 of the *Program Guide and Evaluation* for restrictions.
2. A company listing and profile on the Green Shield Certified website. We will also provide a local media release for your use.

### Facilities

For facilities with a single location, an on-site evaluation will be conducted once every three years. A renewal application form must be completed annually prior to the certification anniversary date to maintain certification. Multiple buildings at one location, e.g., a corporate campus, may be included in the facility's certification.

Organizations including corporations or institutions with multiple locations that are managed independently must have each location evaluated and certified separately to ensure that each location meets the Green Shield Certified program criteria.

For organizations with multiple locations that are managed directly from a central office including technical direction, service provider contracts, product selection, staff training and quality assurance, these locations may be included under one certification. To ensure compliance with program criteria, frequency and number of locations evaluated will be as follows:

Organizations with two to five locations, the central location and one additional location will be evaluated prior to certification and every three years. The evaluation will consist of two site visits and one report.

For organizations with six or more locations, the central location and at least 20% of satellite locations will be evaluated prior to certification and every three years. The evaluation will consist of multiple site visits and one report.

Organizations may choose to certify some or all of their locations. Should the evaluation indicate that central management is insufficient to ensure consistent compliance, separate certifications may be required.

## Green Shield Certified Certification and Evaluation Fee Schedule

### Green Shield Certified FACILITY Fee Schedule for organizations with one to five locations under central management\*

Number of buildings	On-site Evaluation Fee**	Annual Certification Fee
1 to 5	\$1500 plus travel	\$500
6 to 10	\$2000 plus travel	\$750
11 to 20	\$2500 plus travel	\$1,000
20+	Request quote*	\$1,500

\*For organizations with more than five locations managed centrally, a custom proposal will include on-site evaluation of at least 20% of all locations. For multiple locations managed independently, a separate evaluation and certification is required.

\*\*Required for initial evaluation and every three years thereafter; invoiced after receipt of interim reports.

- Late Fees & Reinstatement.** Participants agree to pay evaluation fees and annual certification fees in a timely manner to the IPM Institute within 30 days of the original invoice date. Green Shield Certified participants with invoice(s) 60 days past due will be assessed a late fee of 0.75% per month of the past due amount, until paid in full, unless a payment plan has been agreed to by the IPM Institute. Participants with invoices 120 days past due will be subject to certification revocation. A participant may become eligible for reinstatement by paying all past due balances in full.

## GREEN SHIELD CERTIFIED for Programs

To become a GREEN SHIELD CERTIFIED<sup>SM</sup> program, you must:

- Step 1.** Contact the IPM Institute to schedule an evaluation. The evaluation will be conducted on-site at your office, plus a minimum of one commercial account visit or two residential account visits, using the current version of the *Program Guide & Evaluation for Structural Pest Management Programs*, available online here:  
<http://www.greenshieldcertified.org/Green%20Shield%20Certified%20for%20Programs%20Standards%20Form%20V1.1%20011509.pdf>
- Step 2.** Undergo the on-site evaluation by an IPM Institute-approved professional. After the evaluation, the IPM Institute will generate and submit for your review a set of detailed, confidential interim evaluation reports. These reports will summarize the results of your evaluation and identify any improvements that need to be made prior to certification. Pay the evaluation fee plus travel expenses, which covers the cost of the evaluation and report generation.
- Step 3.** Address the required improvements by submitting the appropriate documentation to the IPM Institute for review. Once all required improvements have been verified as complete, the Institute will certify your service and send a final report that details the improvements you made during the process for your records.
- Step 4.** Pay the annual certification fee. Renew your certification each year by completing the annual renewal form. An on-site re-evaluation is required every three years.

Your certification fee supports continuing operation of this program and provides:

1. A certificate suitable for framing. Additional pre-printed certificates and promotional products may be ordered for an additional charge. The Green Shield Certified name and logo will be available for your use on hardcopy and electronic documents. See page 9 of the *Program Guide and Evaluation* for restrictions.
2. Your company or organization listing and profile on the Green Shield Certified website. We will also provide a local media release for your use.

### For Programs

Certification is available for IPM programs not tied to a specific set of buildings or locations, such as a regional or area-wide pest management program. For programs with a single location, an on-site evaluation will be conducted once every three years. A renewal application form must be completed annually prior to the certification anniversary date to maintain certification. Multiple buildings and locations may be included in the program's certification.

Programs with multiple operating locations that are managed independently must have each location evaluated and certified separately to ensure that each location meets the Green Shield Certified program criteria.

For programs with multiple sites that are managed directly from a central location including technical direction, service provider contracts, product selection, staff training and quality assurance, these locations may be included under one certification. To ensure compliance with program criteria, the central location and a number of additional sites will be evaluated prior to certification and every three years. The evaluation will consist of multiple site visits and one report. The number of sites will be determined prior to the evaluation after reviewing the size scope of the program.

GREEN SHIELD CERTIFIED

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## Green Shield Certified Certification and Evaluation Fee Schedule

### Green Shield Certified PROGRAM Fee Schedule for programs with one or more sites under central management\*

On-site Evaluation Fee**	Annual Certification Fee
\$1500 plus travel	\$500

\*For operations with six or more locations, we will develop a custom proposal that will include on-site evaluation of at least 20% of locations.

\*\*Fee per company/organization with up to five locations. Required for initial evaluation and every three years thereafter; invoiced after receipt of interim reports.

- **Late Fees & Reinstatement.** Participants agree to pay evaluation fees and annual certification fees in a timely manner to the IPM Institute within 30 days of the original invoice date. Green Shield Certified participants with invoice(s) 60 days past due will be assessed a late fee of 0.75% per month of the past due amount, until paid in full, unless a payment plan has been agreed to by the IPM Institute. Participants with invoices 120 days past due will be subject to certification revocation. A participant may become eligible for reinstatement by paying all past due balances in full.

I (we) have read and understood the terms of this document. If approved, I (we) agree to deliver certified services only in accordance to the terms & practice standards in this document and the GREEN SHIELD CERTIFIED Program Guide & Evaluation Standards document.

I (we) agree that the certification period is for one year only and must be renewed annually by submitting the GREEN SHIELD CERTIFIED annual update form and certification fee. An on-site renewal evaluation is required every three years by an IPM Institute-approved evaluator who will schedule an appointment with you in advance. I (we) understand that in addition to the annual certification fee, I (we) will be responsible for a separate fee at the time of evaluation. I (we) understand that companies opting to discontinue participation in the program will still be responsible for evaluation fees. I (we) have reviewed the current fee schedule for certification and evaluation. I (we) also understand that fee schedules are subject to change and that I will be provided with a 90-day written notice by IPM Institute of North America, Inc. if any such changes occur.

Access to facilities and records must be made available for evaluation at any time during the certification period with reasonable notice. Certification may be revoked at any time. Certification standards are subject to change at the sole discretion of the IPM Institute.

I (we) understand that GREEN SHIELD CERTIFICATION is not transferable in the event of change of ownership. I (we) agree to inform the IPM Institute within 30 days in the event of any change in our designated contact person for the program, bankruptcy or revocation or suspension of business licenses or certifications.

I (we) understand that performing structural pest management services involves a certain degree of risk that could result in injury, death or loss or damage to person or property. After carefully considering the risk involved, and in view of the fact that the IPM Institute of North America, Inc. is a not-for-profit organization, I (we) hereby release, hold-harmless and waive all claims associated with this activity which may be made against me (us) or that I (we) may have against the IPM Institute of North America, Inc., its employees, officers, directors, agents, volunteers and members. I (we) furthermore agree to name the IPM Institute of North America, Inc. as an additional insured on our liability insurance policy.

**Authorized Representative(s):**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E- mail: \_\_\_\_\_

Designated GREEN SHIELD CERTIFIED contact if different from above:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E- mail: \_\_\_\_\_