



PACE Retail Business 10 Steps to Certification

1. Contact PACE to learn more about the program.	Review materials on the PACE web site (www.pacepartners.com), or call 303-786-PACE to request a Retail Business Certification Packet.
2. Review the Program Summary and Criteria	These documents introduce the program and summarize the criteria that must be completed to be recognized as a PACE Partner.
3. Complete Business Application and Baseline Information	This document will help you think about your current operations and identify possible environmental projects. Submit this completed form to PACE staff.
4. Accomplish the Core Criteria standards.	Set your own timeline for completing the six Core Criteria. Complete the Core Criteria Achievement Report . You do not need to complete the Core Criteria before beginning the next step.
5. Accomplish Environmental Criteria standards.	Identify two projects from the Environmental Criteria for your business to complete. Discuss these projects with PACE staff BEFORE implementation. You can be working on these projects and the Core Criteria at the same time. Implement the projects and complete a Project Identification and Achievement Report for each project.
6. Submit completed Report forms to PACE	Submit completed forms, including the Core Criteria Achievement Report and a Project Identification and Achievement Report for each project. Include all supporting documentation such as trash reports, energy bills, etc. Please save paper and submit your application electronically if possible!
7. Discuss your submission and application with PACE staff	Once each Project Report is received by PACE, a PACE staff person will call to discuss the actions your business took to meet PACE standards and set up a site visit to confirm PACE certification criteria are met. Expect to be contacted by a PACE staff within two weeks of submission.
8. Receive your Certification!	Once all standards have been met to the satisfaction of PACE staff, you will receive your formal certification status. Your certification status will be good for 12 months. Check out other PACE-certified businesses at www.pacepartners.com
9. Get recognized!	PACE-certified retail businesses will be recognized in the PACE newsletter, advertising in local news media, utility bill inserts, and by local communities.
10. Maintain Certification	Each year, complete the Annual Assessment form to demonstrate your business' on-going commitment to this program, and identify one new project in one of the three Environmental Criteria to complete. Again, for each project, complete a Project Identification and Achievement Report and discuss this project with PACE staff.

PACE Contact Information

Bill Hayes
Boulder County Public Health
3450 Broadway
Boulder, CO 80304

Phone: 303-441-1574
Fax: 303-441-1468
E-mail: bhayes@co.boulder.co.us
Web Site: www.pacepartners.com