

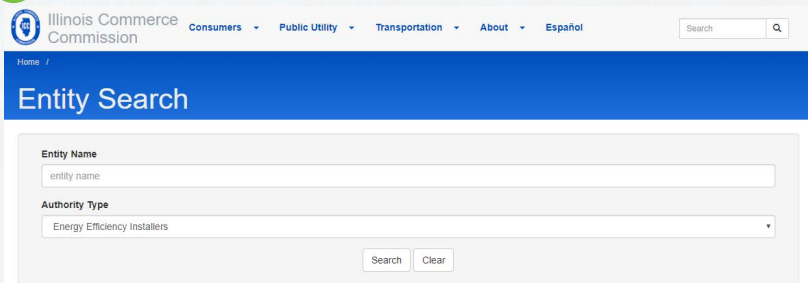
# INSTALLER RECERTIFICATION GUIDE

## THE ROAD TO INSTALLER RECERTIFICATION

The Illinois Commerce Commission requires all Certified Installers to renew their certifications by June 1 annually. There is no cost to renew, but there are late fees ranging from \$100 - \$1,000 for missing the renewal due date. Please refer to our Installer Recertification Guide below to determine what you need to submit in order to complete your renewal.

### Follow these 8 steps to complete your recertification

- 1 Visit the [ICC website](#) to view the list of Certified Installers.
- 2 Search for your company name.



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### Entity Search

Entity Name  
entity name

Authority Type  
Energy Efficiency Installers

Search Clear

- 3 If you do not see your company name, then you are not currently certified. You will need to complete the First-Time Installer Certification Application. Instructions can be found on our [Installer Certification webpage](#).

If you see your company name, **CONTINUE TO STEP 4.**



4 Here's how to find out where your company stands:


- If the date underneath your Energy Efficiency Installer authority says 2017 or 2018 and there *is not* a box that says Compliance Filings, then you are overdue with your renewal. **CONTINUE TO NUMBER 5.**
- If the date underneath your Energy Efficiency Installer authority says 2017 or 2018 and there *is* a box titled Compliance Filings, then click the Compliance Filings box. **SKIP TO NUMBER 6.**
- If the date underneath your Energy Efficiency Installer authority says 2019, then you will need to renew your certification by June 1, 2020. **SKIP TO NUMBER 7.**
- If the date underneath your Energy Efficiency Installer authority says 2020, then you will not need to renew your certification again until Jan. 1 - June 1, 2021. **SKIP TO NUMBER 8.**


Below is an example of a contractor who became certified at the end of 2017:

360 Electric, LLC  
ICC Name Status: Active - 12/20/2017

Assumed Name(s)  
Active(12/20/2017) - 360 Electric

Authorities

- Energy Efficiency Installers   
Status  
Activated 17-0788 December 20, 2017
- Distributed Generation  
Status  
Activated 17-0418 August 15, 2018

Profile  
Public Utility Agents  
Filings  
Compliance Filings   
eDocket Cases

5 When you are overdue on your renewal, here are steps you need to take to become recertified:

- Visit the [ICC website](#) to complete the 2019 and 2020 Recertification Reports shown below.
- The ICC will levy a late charge of \$1,000 for the overdue 2019 Recertification Report. You do not need to submit the late fee payment with your report. The ICC will send you information in the mail regarding payment.
- The 2020 Recertification Report is due by June 1, 2020.
- You must download and complete each report separately. There are instructions on page three of each report.
- You will be asked to provide a docket number, which can be found underneath your listing; please refer back to #4 of these instructions. Your docket number is the number formatted as XX-XXXX next to the word, "Activated."
- You are now finished with these instructions and may proceed with completing and submitting the renewal reports. Remember, recertification reports will need to be submitted annually between Jan. 1 – June 1.

Below is an example of the Recertification Reports:

### Recertification Report Information

Recertification Reports are due to the Commission before June 1 of each year beginning in 2019. Please use the following 2019 recertification report template which includes instructions on the third (last) page:

[2020 Recertification Report](#)  
[2019 Recertification Report](#)

**6** After clicking “Compliance Filings”, be sure the description says, “EE Installer Annual Recertification Report”.

- If the “EE Installer Annual Recertification Report” description is NOT listed, do not continue these instructions any further. Instead, go back and complete **STEP 5**.
- If you see the correct description, you need to complete the 2020 Recertification Report, which you can find on the [ICC website](#), shown below. There are instructions on page three of the report.
- You will be asked to provide a docket number, which can be found underneath your listing; please refer back to #4 of these instructions. Your docket number is number formatted as XX-XXXX next to the word, “Activated.”
- You are now finished with these instructions and may proceed with completing and submitting the 2020 Recertification Report. Remember, recertification reports will need to be submitted annually between Jan. 1 – June 1.

Below is an example of the Recertification Reports:

### Recertification Report Information

Recertification Reports are due to the Commission before June 1 of each year beginning in 2019. Please use the following 2019 recertification report template which includes instructions on the third (last) page:

[2020 Recertification Report](#)  
[2019 Recertification Report](#)

**7** You originally became certified in 2019.

- Complete the 2020 Recertification Report on the [ICC website](#), shown below. There are instructions on page three of the report.
- You will be asked to provide a docket number, which can be found underneath your listing; please refer back to #4 of these instructions. Your docket number is number formatted as XX-XXXX next to the word, “Activated.”
- You are now finished with these instructions and may proceed with completing and submitting the 2020 renewal report. Remember, these recertification reports need to be submitted annually between Jan. 1 – June 1.

Below is an example of the Recertification Reports:

### Recertification Report Information

Recertification Reports are due to the Commission before June 1 of each year beginning in 2019. Please use the following 2019 recertification report template which includes instructions on the third (last) page:

[2020 Recertification Report](#)  
[2019 Recertification Report](#)

**8** You originally became certified in 2020.

- You can wait to complete your Recertification Report until 2021. Your report will need to be submitted between Jan. 1 – June 1, 2021. At that time, complete the renewal report on the [ICC website](#).

Contact one of our Program Ally staff members for more questions:

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