

Certification Steps

1. Make the informed decision as a unit to become a Certified Green Office.

A Certified Green Office requires all members of the office or department to be engaged with the sustainable actions defined in the program. An office should include all members of a defined unit or department, regardless of physical locations.

2. Read through program documents.

- [CGOP Action List](#)
- [CGOP Ambassador Guide](#)

3. Identify a Sustainability Ambassador.

The duties of the Sustainability Ambassador are defined in the Ambassador Guide. Ensure that the identified individual is a permanent staff member who can take on the responsibilities of managing Green Office Certification.

4. Submit your [interest form](#) online, with department head approval.

Afterwards, a Greener Campus team member will reach out to start the certification process.

5. Complete the [CGOP Checklist](#) with related documentation of actions.

Some actions may require some documentation to verify participation.

6. Perform a consult meeting with the Greener Campus team.

A Greener Campus team member will schedule a visit to your office. In this visit, the team member and the Ambassador will review the checklist. Please be prepared to elaborate on the status of actions, and details on how your unit is participating in each selected action.

7. Receive your certification status and recertification date.

You will receive an email announcement with your certification level, a digital certificate, and links to request CGOP decals and stickers.

8. Recertify and continue to improve.

During the year following your certification, compile documentation of any elective actions you take in the year, including pictures and green event certificates to gain those points in your next certification year.

