

## ARBNET ACCREDITATION RENEWAL INSTRUCTIONS

WE ANTICIPATE THIS PROCESS BEING QUICK AND THE DOCUMENTATION EASY TO COMPLETE.

To renew your ArbNet accreditation the following documents should be referenced:

- Your original application documents
- Our updated application form (revised January 2020)
- Accreditation renewal form.

## Steps to renew:

- 1 <u>All Levels</u>: Review your original application to confirm that all the information is still accurate and up to date and meets the requirements for the level of renewal sought. If necessary, please provide updated and/or additional information.
- 2 <u>All Levels</u>: Read through and complete the renewal form.
- 3 <u>Levels III & IV</u>, some additional supporting information, indicated on the renewal form, is now required and there is a new Global Trees Campaign addendum to fill out.
- 4 Send the renewal form and an updated application (if changes were made) to arbnet@mortonarg.org

This is an excellent time to pursue an upgrade to the next level of accreditation if possible. If you have any questions about the renewal or upgrade process, please don't hesitate to contact the ArbNet Coordinator.

