



Healthcare District Renewal Guide

Why Renew?

The Certified Healthcare District Program is an Association of California Healthcare District (ACHD) solely sponsored program that incorporates current legal requirements with public governance best practices. ACHD Members in good standing are eligible for the Certified Healthcare District Program. Districts that seek certification must demonstrate compliance with all requirements of Certification by submitting their documentation in our online certification portal. Certification must be renewed every three years.

How does a District apply for Renewal?

Districts that are seeking to renew their Certification can do so easily on this portal [here](#). To determine Certification renewal date, see the table below. The Certification designation is for a period of three years.

Certification Date	Renewal Date
January 1, 2014 - December 31, 2015	January 1, 2019
January 1, 2016 - Present	Three years from initial certification date

How can I access my original Certified Healthcare District binder?

ACHD realizes that Districts placed significant time and effort into populating their Certified Healthcare District binders. To allow both 1renewing Certified Healthcare District and Districts seeking a new Certification, we have digitized all Certified Healthcare District submissions into an online library, which can be accessed [here](#). You may utilize the online library to locate your Certification binder and binders of other Certified Healthcare Districts. Once in the library, simply download any files that are current and meet requirements for Certification.

How do I begin the renewal process?

Simply follow these steps:

1. Visit certification.achd.org
2. Once on the homepage, click “Log In” to create a new user profile
Note: ACHD staff must approve all user profiles.
3. Once on the dashboard, click the “+” to create a new Certification
Note: Districts are required create a new Certification submission with each renewal.
4. Once a new Certification application has been created, you may begin providing the Certification requirements. The green status bar will continue to advance as requirements are provided.
5. Once your Certification is complete, click “save” and “submit,” to notify ACHD that your Certification is ready for review.

Should you have any questions at all about the Certification process, please refer to the [Certification Guidelines](#) or contact info@achd.org.