



Certification Process: Site

A Peer Review process to administer the Certification program.

Certification will involve the following steps:

1. Pre-inspection telephone interview and checklist review.
2. Site must make payment of certification fee \$545.00*.
3. Inspection fee \$600.00/day to prior to visit. Examiner's travel expenses to be reimbursed prior to issuance of certification.
4. The qualified examiner (QE) will conduct a site visit to verify that all components of the desired certification level have been met.
5. The QE will take digital pictures of the site for review by a randomly selected SNUG board member.
6. Certification is valid for three calendar years and the site must keep all criteria current during that period. Upon expiration of 3-year period, site must be re-certified.
7. *total charges may vary based on Qualified User Group Membership.

Certified sites will initially receive a plaque with one star affixed (will be designed for 3), logo, certificate and a press release. Current certification logo and star (with current year imprinted) will be forwarded to site annually upon receipt of renewal fee.

Certification Process: Qualified Examiner

Up to two people from Gold certified site may be designated as a Qualified Examiners with approval of the Board of Directors and completion of the following. Each examiner may inspect up to 3 sites.

Qualifications:

1. Five years experience in a management position
2. Authorized Vendor Training [either System or Technical Management]
3. Must exam one site under the supervision of Dan L'Heureux (or another Qualified Examiner who has inspected a minimum of two sites) at their own expense

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