

# Recertification Guide

Applications Received Between 07/01/2024 and 01/31/2025

## Application Submission Process

### 1. Email Notification

- Applicants will receive an email from [CharlesHerbert@marylandpsccom.onmicrosoft.com](mailto:CharlesHerbert@marylandpsccom.onmicrosoft.com) containing a unique link to a Microsoft SharePoint site.
- It is critical to ensure that the [marylandpsccom.onmicrosoft.com](https://marylandpsccom.onmicrosoft.com) domain is on the “safe list” of the applicants’ respective domains, otherwise, the email may be flagged as spam.

### 2. Accessing SharePoint

- The SharePoint site will include:
  - A certification request form for projects seeking “BT” certification.
  - An Excel sheet listing all eligible projects for the “BT” certification.

### 3. Form Completion and Upload

- Applicant must:
  - Complete the certification request form.
  - Mark eligible projects in the provided Excel sheet with a “Yes” (indicating each project requesting “BT” Certification).
  - Upload the completed form and Excel sheet to SharePoint.

### 4. Additional Documentation

- Some projects may require supplemental information in addition to the form and Excel sheet.
- Guidance on supplemental documentation is outlined below.
- Required documents should be submitted via SharePoint.

### 5. Issue Letter Order with the New Certification Number

### 6. Payment

- We will contact you for your mail and billing information
  - Invoices will be mailed to the address you provide.
- You would have 30 days to mail a check to the Public Service Commission.

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### Supplemental Documentation Requirements

#### For projects 20kw AC and below:

- These projects will automatically receive the “BT” certification starting on 01/01/2025, or the respective application date if applied after 01/01/2025.

#### For Projects Between 20 kw and 5 MW AC:

- If located on a building rooftop, parking lot, or parking structure:
  - Submit a **copy of the final approved local building permit**.
  - The permit can be obtained from the local jurisdiction or county where the project is located.
- If located on a brownfield site:
  - Provide **documentation confirming the project site is a designated brownfield**.
  - Brownfield site criteria are outlined by the Maryland Department of Environment.  
[https://mde.maryland.gov/programs/land/marylandbrownfieldivcp/pages/bf\\_info.aspx](https://mde.maryland.gov/programs/land/marylandbrownfieldivcp/pages/bf_info.aspx)
- If used for Aggregate Net metering:
  - The project must be below 2 MW AC
  - Submit a **copy of the Aggregate Net Metering Rider filed with the Interconnection Agreement**.
  - Additional details can be obtained from the local utility provider.

Note: The Commission can request additional from the applicant if needed in order to certify a project to receive the Multiplier SREC “BT” Certification