**Section 462.70 Annual Recertification and Reporting**

a) A certificate holder shall recertify annually to remain in good standing with the Commission. Recertification involves submitting a Recertification Report that includes the information required by subsection (c) and, for any late reports, any applicable late fees (see Section 462.110).

b) By June 1 of each year, each certificate holder shall submit a Recertification Report identified with the name of the certificate holder as it appears in the most recent Commission order granting certification under this Part. The report shall be filed with the Chief Clerk of the Commission and shall be verified by a corporate officer pursuant to Section 200.130 of the Rules of Practice.

c) The Recertification Report shall contain the following information:

1) A statement certifying that the certificate holder continues to maintain the required qualifications for the service authority granted in its certificate;

2) A statement confirming the certificate holder's continuing compliance with all requirements set forth in this Part and Sections 16-128(a) and 16-128B of the Act;

3) The number of energy efficiency measure installations that a certificate-holder installed classified as residential or commercial during the prior calendar year; and

4) The name, telephone number, email address and mailing address of at least one person designated by the certificate holder to address questions pertaining to the report.

d) The report shall not contain customer identifying information.

e) A certificate holder that does not submit a Recertification Report within 30 days after the June 1 annual recertification date is subject to late fees as specified in Section 462.110.