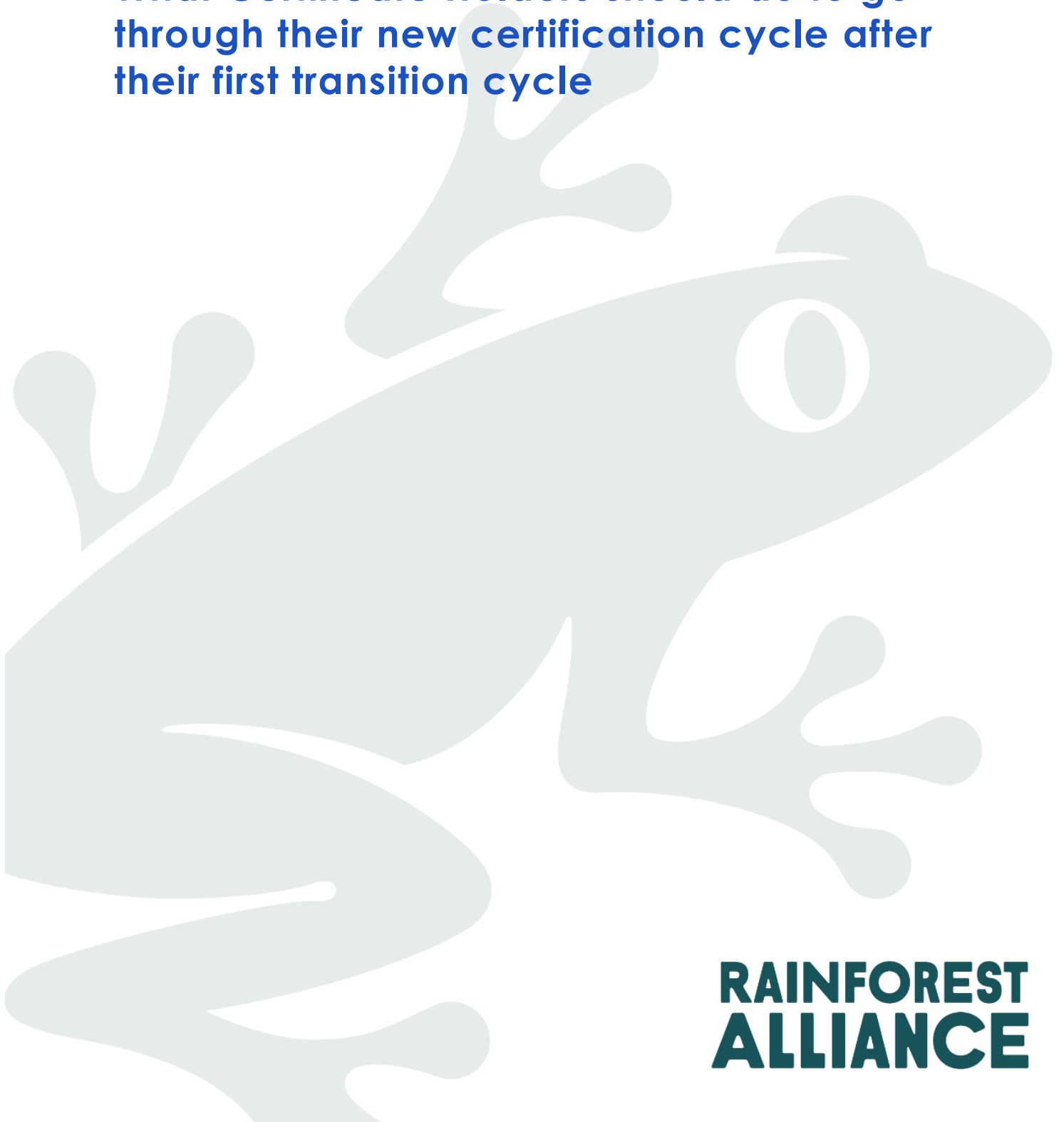


STEPS TO TAKE FOR THE NEW CERTIFICATION CYCLE – USER GUIDE

What Certificate Holders should do to go through their new certification cycle after their first transition cycle



**RAINFOREST
ALLIANCE**



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EDITORS NOTE



This user guide is being created in parallel with the RACP system development, therefore screens and forms may slightly differ from the live version of RACP due to ongoing development and improvements.



CHANGE HISTORY

Version no.	Effective Date	Significant Changes	Previous Version no.
N/A	July 2022	New version	N/A
1.0	January 2023	Replaced screenshots; Updated guidance instructions	N/A

NEW CERTIFICATION CYCLE AND THE RACP

This document is intended to provide guidance to farm and supply chain Certificate Holders (CHs) who need to go through a new certification cycle after the transition year. Below we explain the main steps CHs will have to take in the Rainforest Alliance Certification Platform (RACP).

MAIN STEPS TO TAKE IN THE RACP FOR YOUR NEW CERTIFICATION CYCLE

1. [Login to your RACP account](#)
2. [Renew your certification](#)
3. [Update and reconfirm your scope](#)
4. [Provide all necessary audit preparation information](#)

1. Login to your RACP account:

To login to your account follow this [link](#) and use your username and password received when you registered in the RACP.

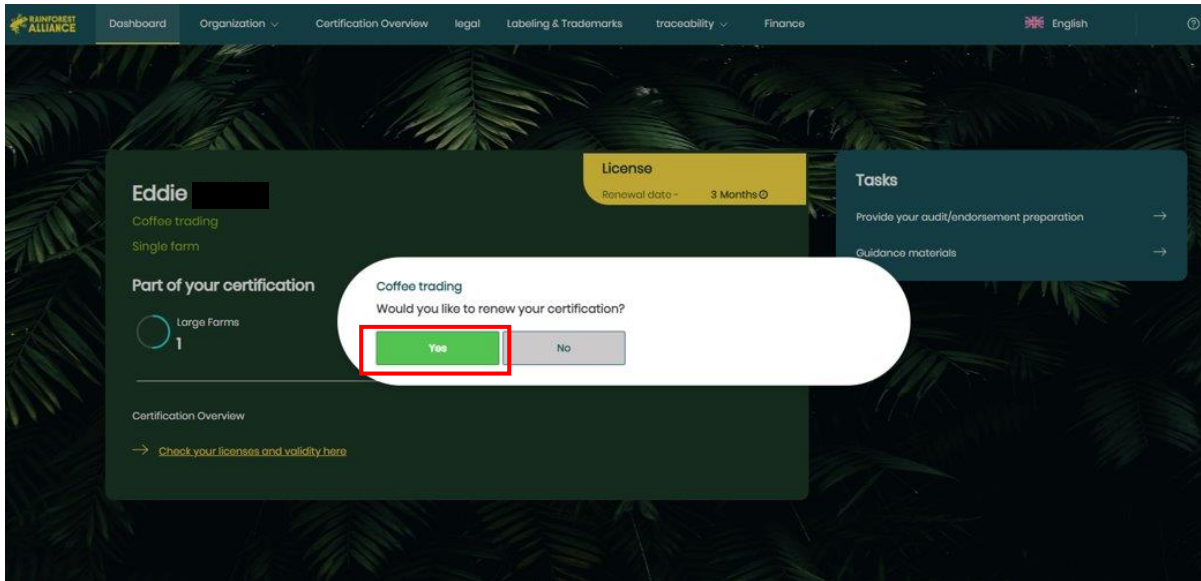
The screenshot shows the login interface for the Rainforest Alliance Certification Platform (RACP). At the top left is the Rainforest Alliance logo, and at the top right is the language selection 'English'. The central focus is a white login card with the heading 'Log in'. Below the heading is a link: 'Don't have an account? Create an account here'. A horizontal line separates the header from the input fields. There is a text input field labeled 'Enter your username'. Below this is a checkbox labeled 'Remember this username' with a help icon. At the bottom right of the card is a teal button labeled 'Continue' with a right-pointing arrow.

If you have forgotten your password, you can recover it by clicking on "Forgot your password?"

2. Renew your certification:

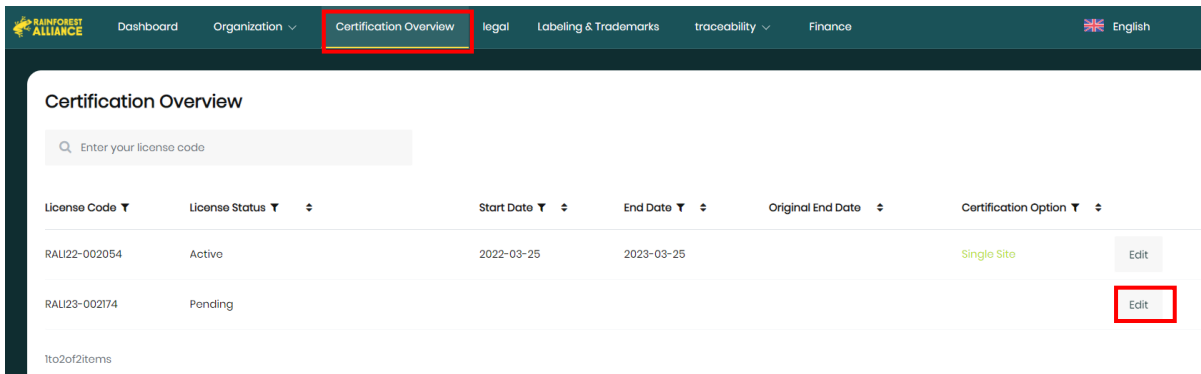
Once you are logged in to your account in the RACP:

1. A pop-up message will appear 6 months before your current license expires. Click on **Yes** to start renewing your certification.



NB: If you click on the button **No** you will be able to renew your certification at a later stage by clicking on the button "Certification Overview", and on the button "Edit" on the license in status *pending*.

If you do not see the pop-up message "Would you like to renew your certification?", this means you already have a new certification scope for your next pending license. Please go directly to the next step.



Why you need to choose the *pending* license?

1. **First line(s):** First license(s). This includes all information (certification scope, audit preparation information, etc.) for your first transition cycle or certification year.
2. **Last line:** Pending license (full cycle for Supply Chain CHs, or second transition cycle for Farm CHs). This is where you will go through the necessary platform steps and provide all the information needed for your new certification cycle.

3. Update and reconfirm your scope:

1. A new certification scope for your next license in status *pending* is created automatically for you. Your certification scope will be copied from your previous certification scope, so you do not need to enter all information again. Please make sure to verify the existing information, update it if needed (for example new crops, farms, sites, activities, traceability levels etc. you want to include), by clicking on the button "**Edit**" on the right-hand side of your entity/entities.
2. **Confirm your certification scope** by clicking on the button "Confirm scope and view requirements".



License Code :RALI23-002173
License Status :Pending

Certification scope

Confirm scope and view requirements

Sites / subcontractors

Name	Type	Location	Activities	Commodities	Notification
Central Management Location	Site	United States	Trading,Wet/Dry Processing	Coffee	Edit

Farms

Name	Type	Location	Activities	Commodities	Notification
Big coffee farm	Large Farm	New York	Farming	Coffee	Edit

4. Provide all necessary license preparation information:

Once you have confirmed your scope for your new certification cycle, you can start preparing for your certification and provide all necessary information in the license preparation tab. This is the same process as you went through in the first transition year, and includes mainly:

1. Request your verification level through selecting the 'Calculate my verification level(s)' button (**only for Supply Chain CHs**).
2. Download your new self-assessment checklist including all standard requirements that are applicable to you in your new cycle and provide your self-assessment once you have it ready (**for Farm and Supply chain CHs**).
3. Download your CAF to send your application to a [Certification Body](#) (CB) and confirm a contract with them (**only for Farm CHs and Supply Chain CHs that require a CB audit**). Note you will have to [download the Certification Application Form \(CAF\)](#) again and provide a new CAF to any CB you want to request a quote from, this is due to changes in the CAF and possible changes in your scope.
4. Provide your farm information and geolocation data using the Group Member Registry and/or additional geolocation data upload (i.e. polygons), and make sure you receive your geodata risk assessment (**only for Farm CHs**).



RAINFOREST ALLIANCE Dashboard Organization Certification Overview legal Labeling & Trademarks traceability Finance English

Coffee trading
RA_0001849221
SITES Large Farms
01 01

License Code :RALI23-002173
License Status :Pending

Certification scope Requiroments **License preparation**

Audit preparation or endorsement data

Once you have implemented all requirements that are applicable to you and you are confident you are ready for verification, please provide all the information and upload all the documents that will help the verification process. This information will be used by the Certification Body to prepare for the audit or, if one or more of your sites land in verification level A, the Rainforest Alliance will use it to review your endorsement.

What is needed for your audit or endorsement

Your Certification Body
Choose a Certification Body, as it is needed for auditing
open Not yet done

Self-assessment 0%
0 / 112 Requirements
open

Documents
This is optional, but allows you to provide additional evidence to support your certification
open

CONTACT

In case of technical questions about the platform or questions about the content of the process or program, please contact us at CustomerSuccess@ra.org.