



## Healthcare District Re-Certification Guide

### Why Re-Certify?

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 Re-Certification?

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

### Where can I find example Certified Healthcare District documents?

Find example policies, documents and links in the [Example Certified Healthcare District Library](#).

### How do I begin the renewal process?

Simply follow these steps:

1. Visit [The Certification Submission Page](#)
2. Fill out the form.  
Note: Districts are required to submit a new Certification form with each renewal.
3. Once a new Certification form has been started, you may save it to return later.
4. Once your Certification form is complete, check the disclaimer boxes and “submit,” to notify ACHD that your Certification is ready for review.
5. ACHD staff will review your submission and get back to you with questions.

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