



# Annual Accreditation Renewal Process

**There is no annual application form to complete.**

While NELAP and many state accreditation programs require an annual application for accreditation renewal, Wisconsin does not.

Once your laboratory becomes certified or registered with the Wisconsin DNR, you will need to renew your accreditation each year. Renewing your accreditation involves submitting acceptable PT results for each matrix-technology-analyte combination requiring one and paying the appropriate renewal fees. The certification period runs for one year, from September 1 to August 31. Make sure that you have met all of the following requirements for renewing your certificate for another year. If we are missing any one of the required items, your renewal will be delayed.

## LabCert Program Accreditation Timeline

- **January 1**— This date marks the date on which PT results count towards the upcoming fiscal year. Any PT with a Study Close Date after December 31 of a given year may be used for accreditation renewal if received prior to August 15. PT results with a Study Close Date earlier than January 1 cannot be used for accreditation renewal.
- **January-May**— Notify the LabCert Program of any accreditations you do not wish to renew; this can reduce your annual; renewal costs.
- **Late May/Early June**— Certification/registration fee invoices for the upcoming fiscal year are mailed to facilities.
- **Mid-late June**— E-mail correspondence sent to those facilities that have not completed their PT requirements reminding them what PT results have yet to be submitted.
- **June 30**— Certification renewal fees are due.
- **July 1**— The new fiscal year begins. New fiscal year program fees go into effect at this time. Late fees for unpaid certification/registration renewal fees may be assessed at this time.
- **late July/early August**— Additional reminders may be sent to those facilities that haven't responded to earlier letters.
- **August 10**— New certificates are printed for those labs that have satisfied all their renewal requirements.
- **August 15**— Deadline for submitting PT requirements required for annual renewal. No PTs will be accepted after this point. This means certification for any affected parameters will lapse effective September 1 and re-application will be required.
- **August 31**— Previous fiscal year certificates expire. All fees (*including late fees*), PT results (*due August 15*), and reciprocity information must have been received by our office in order for accreditations to be renewed. All remaining certificates are printed. Provided fees have been paid, any tests for which accreditation cannot be renewed because of missing PT results will appear on a separate "Exception Report" on the certificate cover letter.
- **September 1**— Re-application is now required for any tests for which we did not receive PT results, or any lab that has not paid its fees in full, or submitted reciprocity information.

## Annual Renewal Requirements - Reciprocity Labs

If your lab is accepted under a reciprocity agreement with another state, you must forward your new certificate from the host state every year before we can extend reciprocity certification. You are also required to send copies of the host state's audit reports. You will receive the renewal fee invoice in May, due July 1. Reciprocity labs are not required to submit PT sample results to Wisconsin for certification; PT review is the responsibility of the host agency.