

# Recertification Checklist

	<p><b>Timeline to preparing for submission</b></p> <p>Timelines can vary for all B Corps based on complexity and can depend on numerous factors such as size of the business, capacity and resource availability.</p> <p>Ideally, we encourage businesses to get started and gather the project team <b>15 months</b> before the BIA submission date to allow enough time for you to complete the B Impact Assessment, improve your score and prepare for submission.</p>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● <b>Prepare your timeline to ensure that you are recertified within your current three-year term.</b> <ul style="list-style-type: none"> <li>○ From 2025 onwards, all B Corps must submit their B Impact Assessment for recertification six months prior to their 'recertification date'.</li> <li>○ B Corps who are due to recertify in 2024, we recommend submitting three months prior.</li> </ul> </li> <li>● <b>Find your recertification date on your B Impact Assessment dashboard.</b> <ul style="list-style-type: none"> <li>○ Calculate your submission date, according to the new submission dates.</li> </ul> </li> </ul>	<p><a href="#">How to find your Recertification due date</a></p>
<input type="checkbox"/>	<p><b>Review the resources for recertifying B Corps on the B Lab AANZ website</b></p> <ul style="list-style-type: none"> <li>● <b>15 months before you submit</b>, which is 18-21 months before your recertification due date, start preparing for recertification.</li> </ul>	<p><a href="#">View recertification guide</a></p>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● Ensure you have completed or are in the process of completing the Purpose and Stakeholder Governance requirement.</li> <li>● Once completed send a copy to <a href="mailto:certification@bcorporation.com.au">certification@bcorporation.com.au</a></li> </ul>	<p><a href="#">More about the Purpose and Stakeholder Governance requirement</a></p>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● <b>Flag any major changes to your business with the B Lab AANZ team</b> <ul style="list-style-type: none"> <li>○ Has there been a change in control (acquisition, change in ownership, merger)?</li> <li>○ Have there been changes in your corporate structure?</li> <li>○ Have you expanded operations in a new country?</li> </ul> </li> <li>● <b>If yes, reach out to:</b> <a href="mailto:certification@bcorporation.com.au">certification@bcorporation.com.au</a></li> </ul>	<p><a href="#">Learn more about complex business</a></p>

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● <b>Review the Information session for recertifying B Corps</b> <ul style="list-style-type: none"> <li>○ This session occurred on 18 April</li> </ul> </li> </ul>	<a href="#">Watch the Information session recording</a>  <a href="#">Access the slides from the session</a>
<input type="checkbox"/> <b>Navigating the BIA</b> <ul style="list-style-type: none"> <li>● <b>12 months before you submit</b>, which is 15-18 months before your recertification due date, start updating your assessment</li> </ul>		
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● <b>Access your company's B Impact Assessment (BIA)</b> <ul style="list-style-type: none"> <li>○ Sign in with your existing company account</li> <li>○ If you do not have access to these details, log a support ticket</li> </ul> </li> </ul>	<a href="#">Access your BIA</a>  <a href="#">Log a support ticket</a>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● <b>Update key company details</b> <ul style="list-style-type: none"> <li>○ Add and remove team members under 'settings'</li> <li>○ Check and confirm your assessment track</li> <li>○ Complete your company details page <ul style="list-style-type: none"> <li>■ This page asks questions about your company structure, do you have a parent company? Any subsidiaries? Any shared brands? As well as information about whether you sell services, products and the revenue attached to these.</li> </ul> </li> </ul> </li> </ul> <p><i><b>Note:</b> This page is important as it allows the B Lab team to understand your company structure and determine whether we need to make any changes in your assessment.</i></p>	<a href="#">How to add or remove team members</a>  <a href="#">How to choose your assessment track</a>  <a href="#">How to check your assessment track in the BIA</a>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● <b>Create a new assessment</b> <ul style="list-style-type: none"> <li>○ Update the 'fiscal year end date' to make edits to your assessment.</li> </ul> </li> </ul> <p><i><b>Note:</b> Use any fiscal year completed during the 18 months preceding submission.</i></p>	<a href="#">Choosing the right fiscal year</a>  <a href="#">How to update the fiscal year end date</a>
<input type="checkbox"/> <b>Preparing for improvement:</b> <ul style="list-style-type: none"> <li>● <b>10 months before you submit</b>, which is 13-16 months before your recertification due date, gather your team and start delving deeper into your assessment</li> </ul>		

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● <b>Convene a B Corp team</b> <ul style="list-style-type: none"> <li>○ The more you can spread the load across your team the easier it will be to pull together.</li> <li>○ We recommend engaging someone from HR, someone from legal and accounts to help spread the load when it comes to answering the different types of questions in the assessment.</li> <li>○ For smaller teams, work through the assessment in a staged approach where you go through each impact area</li> </ul> </li> <li>● <b>Divide up an improvement plan</b> <ul style="list-style-type: none"> <li>○ Some companies choose to divide it up by impact area and have their employees engage in an area that they are passionate about.</li> </ul> </li> <li>● <b>Increase employee engagement with B Corp</b> <ul style="list-style-type: none"> <li>○ Invite people to get involved from across your organisation. Encourage staff to enrol and complete the free 'Behind the B' introduction to the B Corp movement course</li> </ul> </li> </ul>	<p style="text-align: right;"><a href="#">Employee engagement toolkit</a></p> <p><a href="#">Enrol for the 'Beyond the B' Intro course</a></p>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● <b>Review your previous verified assessment</b> <ul style="list-style-type: none"> <li>○ You can do this by going to the 'question filter' on the left hand side of the navigational panel,</li> <li>○ Then head to 'metrics' to find your last verified assessment year.</li> </ul> </li> </ul> <p><i><b>TIP!</b> You can then download the assessment as an excel spreadsheet, as a PDF or can use the different filters to search for previous questions and answers within the tool itself. This is extremely useful to get an understanding of where your business was sitting at your last certification and understand where areas of improvement and opportunity may be.</i></p> <ul style="list-style-type: none"> <li>● <b>Check to see if your company has an Impact Business Model (IBM)</b> <ul style="list-style-type: none"> <li>○ You can find out by diving into your question filter tab, looking at your previous assessment and then filtering by 'question type' and selecting 'IBM'. If you see that you did indeed previously earn an impact business model make sure you check the questions again this time around to see if you still meet the criteria and thresholds</li> <li>○ Confirm you have the right IBMs</li> </ul> </li> </ul> <p><i><b>Note:</b> Traditional companies will not have an IBM, and most companies will have no more than one or two. IBMs are rare, heavily weighted and if you select into an IBM this will be heavily focused on during the verification process.</i></p>	<p style="text-align: right;"><a href="#">How to review your previous verified assessment</a></p> <p style="text-align: right;"><a href="#">Learn more about Impact Business Models (IBMs)</a></p>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● <b>Plan your impact improvement</b> <ul style="list-style-type: none"> <li>○ Review the Improving Your Score</li> <li>○ Reach out to a B Consultant</li> <li>○ Access resource toolkit for businesses</li> </ul> </li> <li>● <b>Set goals to work on</b></li> </ul>	<p style="text-align: right;"><a href="#">Check out the improvement report in the BIA</a></p>

	<ul style="list-style-type: none"> <li>○ Identify areas for improvement using benchmarking</li> <li>○ Begin gathering and organising documentation</li> </ul>	<p style="text-align: right;"><a href="#">B Consultant directory</a></p> <p style="text-align: right;"><a href="#">Resource toolkit for businesses</a></p>
<input type="checkbox"/>	<p><b>Preparing for submission</b></p> <ul style="list-style-type: none"> <li>● <b>3 months before you submit</b>, which is 6-9 months before your recertification due date, start preparing to submit your assessment.</li> </ul>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● Ensure you have data and evidence for any high-scoring areas, including IBMs</li> </ul>	<p style="text-align: right;"><a href="#">Read our documentation tips</a></p>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● <b>Have you checked the two living wage questions?</b> <ul style="list-style-type: none"> <li>○ The BIA contains two questions relating to <a href="#">living wages</a>. These questions indicate whether your organisation's wages, or the minimum wage in your location, meet a living wage. Use one of the B Lab approved living wage benchmark tools listed below to help complete this section.</li> <li>○ These two questions are optional. If you'd prefer not to complete them simply select the <a href="#">N/A option</a>. You won't 'miss out' on points as they will be allocated to the 'N/A' points score in your assessment.</li> </ul> </li> </ul>	<p style="text-align: right;"><b>B Lab Approved Living Wage Benchmark Tools:</b></p> <p style="text-align: right;"><a href="#">WageIndicator</a></p> <p style="text-align: right;"><a href="#">Fair Wage Network</a></p> <p style="text-align: right;"><a href="#">Living Wage Movement (Aotearoa New Zealand only)</a></p>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● <b>You must complete additional tasks before you can hit submit, if you don't complete these required tasks, your assessment may be locked.</b> <ul style="list-style-type: none"> <li>○ In the B Impact Assessment and access the tab under the heading "B Corporation Certification"</li> <li>○ On the left hand side of your screen, then click into heading "Summary"</li> <li>○ This will take you to a section detailing why your assessment might be locked.</li> </ul> </li> <li>● <b>Bookmark and add comments to any questions you want to review with your analyst.</b></li> </ul>	<p style="text-align: right;"><a href="#">Interacting with tasks during your review</a></p>

<input type="checkbox"/>	<p><b>Submit your assessment:</b></p> <ul style="list-style-type: none"> <li>This is <b>6 months</b> before your recertification due date, or 3 months before your recertification due date if you are submitting in 2024.</li> </ul>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li><b>Your assessment is ready to submit once you have:</b> <ul style="list-style-type: none"> <li>achieved 80+ points on your BIA</li> <li>completed 95% of your BIA</li> <li>completed the purpose and stakeholder governance requirement</li> </ul> </li> <li>Although you can submit the assessment with 80+ points, it is common for a company's score to drop at least 5-10 points during the review process. Because of this, we highly recommended that you submit with a score of at least 85 points</li> </ul>	<p><a href="#">Read out blog: Six boxes to tick before you hit 'submit'</a></p>
<input type="checkbox"/>	<p><b>What to expect after hitting 'submit'</b></p>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li><b>2-3 months: Communication with B Lab Australia and Aotearoa New Zealand</b> <ul style="list-style-type: none"> <li><b>Evaluation queue:</b> Time before an Evaluation Analyst is assigned to your assessment.</li> <li><b>Evaluation:</b> Evaluation Analyst confirms business operations, IBM points and track.</li> <li><b>Verification queue:</b> In this stage, you may have some additional tasks that need to be actioned, but this will be made clear by your Evaluation Analyst.</li> </ul> </li> </ul> <p><i>Note: During this phase of the review process, you can expect roughly 2-4 weeks to upload or update your requested documentation plus a 2-4 week wait time for review from your analyst.</i></p> <ul style="list-style-type: none"> <li><b>2-3 months: Communication with B Lab Global, and Independent Verification Analyst (IVA)</b> <ul style="list-style-type: none"> <li><b>Verification:</b> An in depth review will be conducted. Analyst verifies additional documents in Verification Report or via review call</li> </ul> </li> </ul> <p><i>Note: If you fall below the 80-point (but above 75) threshold during this process you will enter an Improvement stage. However, if you maintain a score that is over 80 you will enter the post Verification stage where you will be required to resign the B Corp Agreement</i></p>	<p><a href="#">Review the recertification timeline under step 3, 'The verification process'</a></p>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li><b>Stick to your due date deadlines for tasks.</b> <ul style="list-style-type: none"> <li>Your analyst will set timelines for tasks within the BIA. Ensure you're meeting these deadlines, or if you're unable to, reach out to B Lab AANZ</li> </ul> </li> </ul>	<p><a href="#">How to check if you have outstanding tasks</a></p>

	<ul style="list-style-type: none"> <li>● <b>Be prepared to provide data and documentation if asked.</b> <ul style="list-style-type: none"> <li>○ In particular, be ready to prepare documentation for higher scoring questions, and IBMs.</li> </ul> </li> </ul>	
<input type="checkbox"/>	<b>Checklist for communicating with your analyst</b>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● <b>Over-communicate with your analyst</b> <ul style="list-style-type: none"> <li>○ Be proactive with communicating areas you believe are appreciable to your business, and seek clarification</li> </ul> </li> <li>● <b>Don't go offline, and don't stop responding. Notify your analysts before any periods of absence.</b> <ul style="list-style-type: none"> <li>○ If you go on leave, or are unable to meet task deadlines, notify B Lab AANZ and/or your analyst to ensure your review is paused, rather than closed.</li> </ul> </li> <li>● <b>Communicate with your analyst with respect, as aligned with our code of conduct</b> <ul style="list-style-type: none"> <li>○ Some analysts may reside in other regions of the world. Please communicate with respect, including when giving and accepting constructive feedback with respect to results in BIA score changes, and in some cases, inability to achieve or maintain the certification</li> </ul> </li> </ul>	<a href="#">View the Code of Conduct</a>
<input type="checkbox"/>	<b>Celebrate your recertification externally to customers and media</b>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● Update your website and other marketing materials to include the B Corp logo (according to Brand Book guidelines)</li> </ul>	<a href="#">B Corp logos and design assets</a>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● Announce your recertification via PR and social media</li> </ul>	<a href="#">Global Brand Book</a>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>● Submit your story for inclusion in our monthly round-up blog of recertified B Corps</li> </ul>	<a href="#">Complete this form</a>