

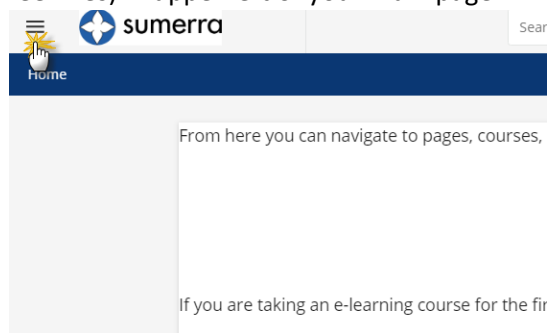
# Process for Renewal of SLCP Verifier approval on Sumerra Training and Education Platform (STEP)

**WARNING! Failure to follow this process may require you to re-do the process to ensure your renewal is properly logged.**

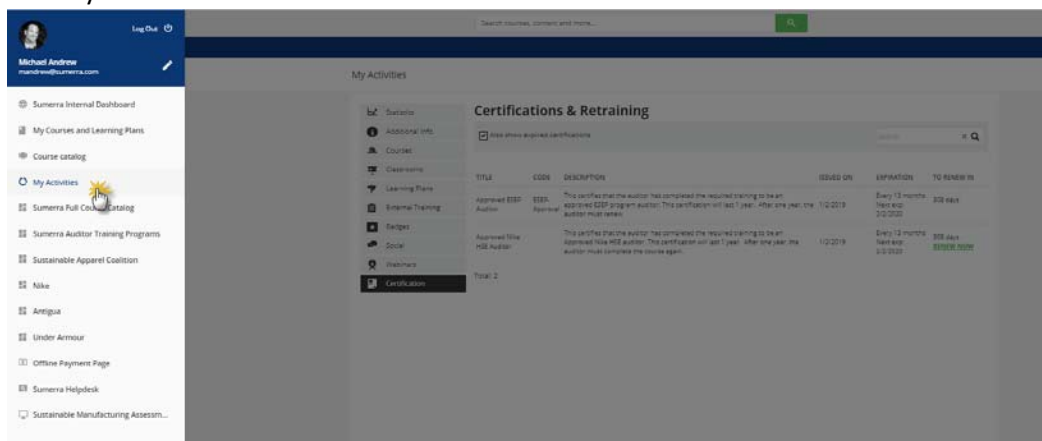
## Viewing Your Approvals

In order to view your current approvals, please follow these steps.

1. Log in to your STEP account (when you became a Verifier an account was created for you. Your user name is your email. You can use the forgot password link if you don't know it)
2. Click the menu button (three lines) in upper left of your main page



3. Click the My Activities



4. Click Certifications, and you will be able to view all of your approvals

## My Activities


TITLE	CODE	DESCRIPTION	ISSUED ON	EXPIRATION	TO RENEW IN
Approved ESEP Auditor	ESEP-Approval	This certifies that the auditor has completed the required training to be an approved ESEP program auditor. This certification will last 1 year. After one year, the auditor must renew.	1/2/2019	Every 13 months Next exp: 2/2/2020	304 days
Approved Nike HSE Auditor		This certifies that the auditor has completed the required training to be an Approved Nike HSE auditor. This certification will last 1 year. After one year, the auditor must complete the course again.	1/2/2019	Every 13 months Next exp: 2/2/2020	304 days <b>RENEW NOW</b>

Total: 2

## Basic Procedures for Renewal

The process of approval (called Certifications on the STEP site) is the same for all approvals in the Sumerra systems. All approved providers should receive a notification email three months and 1 month prior to expiration. One way to renew is to click the link provided in the email (NOTE: You must be logged into STEP first).

Expiring Status/Approval/Certification: SLCP Verifier

 Sumerra <STEP@sumerra.com>  
Cc: STEP Notification Log

[Reply](#) [Reply All](#) [Forward](#) [More](#)  
Wed 4/22/2020 1:00 AM

Please note that your approval/status/certification for SLCP Verifier issued on 6/16/2019 7:00:00 am will expire on 7/16/2020 7:00:00 am.

If you wish to retain your status, you will need to renew your status prior to this date.

Please click here to get started: [Link to STEP Renewal Page](#)

You must follow the process outlined in the document found here (not following the procedures may result in loss of status: [Renewal Process](#))

Thanks,

Sumerra

Alternatively, you can click the 'Renew' button found on your approval list

TITLE	CODE	DESCRIPTION	ISSUED ON	EXPIRATION	TO RENEW IN
SLCP Verifier	SLCP-VE-1	This approval is to conduct SLCP Verifications as per the protocols and guidance provided by the SLCP. This approval is subject to revocation at the discretion of the SLCP and the VOO.	6/16/2019	Every 13 months Next exp: 7/16/2020	76 days <b>RENEW NOW</b>

Clicking the email link or Renew Now link will both take you to a list of 'courses' that can be completed to complete your renewal. Click the Play button and complete the enrollment

Renew your certification

### Certifications & Retraining

**!** Your certification [redacted] is going to expire at 2/2/2020 3:13:50 pm.  
Please subscribe and complete one of the following courses or learning plans in order to renew it.  
Selecting an item you've already used to obtain this certification in the past, will result in a complete tracking data reset for that item!



**+** Alternatively, you can submit a new external activity valid for this certification. Upon upload it will be evaluated for approval

[GO TO MY EXTERNAL ACTIVITIES](#)

## Submitting Your Worksheet

First you should complete any trainings or other activities in the course. Then you can submit your VSM worksheet.

Submitting your worksheet is easy.

1. Click on the assignment object

Verifier Status Maintenance - SAC Higg FEM Verifier - F...  
0 / 1 parts completed


[START LEARNING NOW](#)


Upload VSM Worksheet Assignment  
VSM Worksheet Upload

Click Start Learning Now to begin your course


2. Drop your worksheet file / or click to upload

**Instructions**  
Complete the VSM Worksheet and upload for review by Sumerra. A copy of the worksheet (excel) is provided in the File Repository along with the supporting SOP.

  
Drop your file here or browse

  
Record your screen. Start Recording


Alternatively,  
you can submit a YouTube/Vimeo video link


Paste your link here 

### 3. Fill in your name and submit


**Instructions**  
Complete the VSM Worksheet and upload for review by Sumerra. A copy of the worksheet (excel) is provided in the File Repository along with the supporting SOP.

You are submitting 1 items

 SustainableApparelCoalitionHig (2).csv ×

**Name \***  
Michael Andrew 

Description/Comments

**SUBMIT MY ASSIGNMENT** 

Our team will review your submittal and we will contact you should there be any questions. Once approved/rejected, you will receive a message regarding your approval.