**Section 469.70 Annual Recertification and Reporting**

a) A certificate holder shall recertify annually to remain in good standing with the Commission. Recertification involves submitting a Recertification Report that includes the information required by subsection (c) of this Section and, for any late reports, any applicable late fees.

b) By April 1 of each year, each certificate holder shall submit a Recertification Report identified with the name of the certificate holder as it appears in the most recent Commission order granting certification under this Part. The report shall be filed with the Chief Clerk of the Commission and shall be verified by a corporate officer pursuant to Section 200.130 of the Commission's Rules of Practice (83 Ill. Adm. Code 200.130).

c) The Recertification Report shall contain the following information:

1) A statement certifying that the certificate holder continues to maintain the required qualifications for the service authority granted in its certificate;

2) A list of all persons who installed, maintained or repaired vehicle charging stations on behalf of the certificate holder during the previous calendar year. For each person, the report shall state whether the certificate holder provided the person's qualification to the Commission with the certificate holder's original application or with a recertification report. If the latter, the report shall identify the relevant recertification report for each person by the calendar year it covered;

3) A list of all qualified persons currently employed by the certificate holder. For each person not listed in response to subsection (c)(2), the report shall state when the person began employment and provide for each person proof of the person's qualifications consistent with Section 469.40(f);

4) A statement confirming the certificate holder's continuing compliance with all requirements set forth in this Part and Sections 16-128(a) and 16-128A of the Act; and

5) The number of electric vehicle charging stations, classified by customer class and charging capacity, that the certificate holder installed during the prior calendar year in each electric utility's service area.

d) The report shall not contain customer identifying information.

e) All reports shall provide the name, telephone number, email address and mailing address of at least one person designated by the certificate holder to address questions pertaining to the report.

f) A certificate holder that does not submit a Recertification Report within 30 days of the April 1 annual recertification date is subject to late fees as specified in Section 469.110.