



Certification Extension Policy

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Certification Extension Policy Revision Log

REVISION DATE	SECTION	TYPE OF CHANGE
August 1, 2013	Initial Release	
March 2015	5.1.2.1	Allow for extension requests within two weeks after a certificate has expired if notification prior to the expiration date is provided.
March 2015	5.1.4	Allow for exceptions due to extenuating circumstances regarding engagement in the certification process at least two months prior to the certification expiration date.
March 2015	5.2	Provide examples of sufficient cause for granting an extension.
March 2015	5.2.2	Allow for actions by an Assessment Body to serve as grounds for granting an extension
March 2015	6.6	Allow for extensions longer than six months at the sole discretion of the Institute.
March 2015	6.17	Introducing the 'pending recertification' status.
April 2015	2.6	An additional extension period beyond the initial six months may be granted, based on documented justification and at the sole discretion of C2CPIL.
February 24, 2016	4.1.2	Removed provision allowing an additional 2 weeks after the expiration date to file an extension request
February 24, 2016		Added provision requiring an automatic 60-day extension in cases where an Assessment Summary arrives at the CB within a timeframe insufficient to render a certification decision prior to the certification expiration date or a certification decision depends on additional information that cannot be provided prior to the expiration date
February 24, 2016	6.1.7	Removed 'Pending recertification' status
January 14, 2019	4.1.2	Simplified condition under which an automatic extension may be granted and extended the automatic extension period to 90 days
January 14, 2019	4.2.2	Clarified that a change in the category achievement level may be a cause for extension
January 14, 2019	5.3.3	Revised extension length and invoice and fee information related to the extension

January 14, 2019	5.3.4	Revised maximum extension length and more accurately stated CB discretion in extending certifications. Moved AB obligations to section 5.6
January 14, 2019	5.3.5	Added specific reference to disclaimers in Certified Products Registry as a contingency to extension
January 14, 2019	5.3.7	Revised policy to state that extensions do not prolong the period of the subsequent certification
January 14, 2019	5.4	Revised the fees associated with extensions
January 1, 2025	4.1.1	Clarified that financial obligations includes any applicable program fees.
January 1, 2025	4.1.2	Clarified that any applicable program fees must be paid to automatically grant a 90-day extension of the certification.
January 1, 2025	4.1.2	Added reference to granting a certification extension due to extenuating circumstances after the expiration date.
January 1, 2025	4.1.4	Revised policy to state that the Client shall be engaged in the re-certification process at least three months prior to certification expiration, rather than two months.
January 1, 2025	5.1.4	Added reference to the automatic granting of a 90-day extension of the certification as one of the means for initiation of an extension.
January 1, 2025	5.3.7	Updated policy to include the three-year certification period for Version 4 certifications.
November 12, 2025	All	Updated to align with current scheme terminology.
November 12, 2025	5.3.7	Added exception for cases where certification would be expiring in a short time period following certification issuance.
November 12, 2025	5.6	Section deleted

1 General

1.1 Purpose

This policy addresses the requirements and procedures for extending an existing Cradle to Cradle Certified® product certification past its expiration date.

1.2 Applicability

This policy applies to Conformity Assessment Bodies (CABs) and C2CPH as the certification body making decisions regarding the extension of a Cradle to Cradle Certified® product certification beyond its expiration date.

2 Normative references

Cradle to Cradle Certified® Products Program Fees Schedule

Cradle to Cradle Certified® standards, requirements, and supporting assessment methodologies

3 Definitions and acronyms

Assessment Forms: The documents prepared by a CAB that demonstrate conformance with a standard and serve as the basis of the CAB's assessment leading to a certification recommendation.

Certification Agreement: The legally binding and enforceable document that identifies each party's obligations and responsibilities, legal considerations such as length of term, indemnification and liability, and certification services and activities including the use of trademarks, logos, and intellectual property of C2CPH.

Certification Body (CB): The Cradle to Cradle Products Innovation Institute (C2CPH).

Certification Scheme for the Cradle to Cradle Certified Products Program

(Certification Scheme): The document which delineates the functions, responsibilities, relationships, and processes for entities engaged in Cradle to Cradle Certified product certification.

Certification Scheme Owner (Scheme Owner): The Cradle to Cradle Products Innovation Institute (C2CPPI).

Certified Products Registry: The definitive registry of Cradle to Cradle Certified products, maintained by C2CPPI.

Conformity Assessment Body (CAB): An entity authorized by the C2CPPI to conduct assessments sufficient in scope and rigor to support a certification decision based on the Cradle to Cradle Certified standards, in accordance with the requirements of ISO/IEC 17065. CABs may be authorized to conduct full assessments or assessments limited to specific categories of the standards.

Cradle to Cradle Certified Products Program: The program operating within the C2CPPI that oversees and conducts certification activities in accordance with ISO 17065.

Cradle to Cradle Certified® Product Standard (Full Scope) (the 'standard'): The standard that serves as the basis for all Cradle to Cradle Certified® product certifications.

Cradle to Cradle Products Innovation Institute (C2CPPI): The independent entity which maintains the Cradle to Cradle Certified® standards, certification scheme, and certification program.

Reduction: The modification of a certification to reflect changes that require a product(s) be certified at a lower level or removed from the scope of a certificate.

Suspension: A temporary condition that exists when C2CPPI has reason to believe a product(s) is not in compliance with certification requirements yet may be reinstated following investigation and remediation. A product is not certified while it is suspended.

Termination: Action taken by a client to end certification, either during the term of certification or at the end of the term of certification.

Withdrawal: A permanent condition brought about when C2CPPI determines a product is not in compliance with certification requirements, and non-conformance is not remediated.

4 Conditions

4.1 Good standing

The client seeking an extension must be in good standing with the CAB and C2CPH.

4.1.1 All financial obligations relating to the product certification must be current. The re-certification fee and any applicable program fees must be paid prior to the issuance of an extension.

4.1.2 The certificate has not expired, or one of the following conditions applies.

- a) In the event C2CPH is unable to render a certification decision prior to the initial certification expiration date and the re-certification and applicable program fees have been paid, C2CPH shall automatically grant a 90-day extension of the certification.
- b) It has been less than 90 days since the certificate expired and C2CPH, at its discretion, has determined that extenuating circumstances exist that allow for an extension to be granted after the expiration date.

4.1.3 The Client shall be engaged in the re-certification process, by having signed a legally binding agreement with a CAB to conduct an assessment, where that assessment is currently underway. Conditions covered in this policy can only be determined within the course of an assessment; hence this policy applies only in cases of active assessment.

4.1.4 The Client shall be engaged in the re-certification process on a date at least three months prior to expiration that would allow sufficient time to attain re-certification. Certain exceptions due to extenuating circumstances, such as those in 4.2.1, may apply in order to allow for the assessment and certification process to be completed beyond the expiration date, regardless of the date the process was initiated.

4.2 Cause for extension

Other than when the condition in 4.1.2.a applies, the Client or CAB shall demonstrate in writing sufficient cause for granting an extension. Examples of sufficient cause are listed below. Other causes, either within or beyond an applicant's control, may be deemed legitimate by C2CPH.

4.2.1 Conditions resulting from actions by the client, including the following:

- a) Discontinuation or replacement of a certified product is planned within a short time period following the expiration date.

b) Reasonable short-term administrative or financial impediments to timely completion of the assessment and certification processes (e.g. change of ownership, management, budget, operational infrastructure, etc.).

c) New forms of technical optimization are to be realized within a short period of time following the expiration date.

4.2.2 Conditions resulting from actions by a CAB, including the following:

a) A CAB presents its Assessment Report on a date that does not allow C2CPH sufficient time to review and render a certification decision prior to expiration of the certification, or a certification decision depends on additional information that cannot be provided prior to the expiration date.

b) An Assessment Report does not contain sufficient information to support a certification decision.

c) A change to the product or product group being assessed or a change in certification or category achievement level is indicated, requiring a period of time longer than normally anticipated to complete an assessment.

d) A CAB fails to engage with the client in a timely manner that would allow for completion of an assessment prior to expiration. Examples of such failures to engage may include lack of communication, insufficient data and information collection, or personnel changes affecting an assessment.

4.2.3 An extension shall be granted in cases where the assessment process may be enhanced by creating an opportunity to gather more accurate and/or current data and information that would have an effect on the assessment outcome.

4.3 Decision

4.3.1 The decision to grant an extension rests solely with C2CPH, using information supplied by the CAB and client.

4.3.2 The decision to grant an extension is subject to the complaints and appeals processes of C2CPH.

5 Process

5.1 Initiation

5.1.1 The CAB transmits an extension request to C2CPH with supporting justification based on conditions defined in 4.2, OR

5.1.2 The client transmits an extension request directly to C2CPH with supporting justification based on conditions defined in 4.2, OR

5.1.3 C2CPH determines an extension shall be necessary in order to achieve a certification decision and proceeds with granting an extension without a formal request from the CAB or client, OR

5.1.4 The condition in 4.1.2.a applies.

5.2 Review

C2CPH reviews the extension request.

5.3 Decision and Extension Issuance

5.3.1 C2CPH renders a decision on the request.

5.3.2 If the decision is not to grant an extension, the certification shall be suspended following expiration, and the product shall be de-listed from the Certified Products Registry. The product can be reinstated to the Certified Products Registry only when C2CPH determines the re-certification process is complete and a positive certification decision is warranted. Suspension of a certification shall not exceed six months; the certification shall be withdrawn after six months of suspension.

5.3.3 If the decision is to grant an extension, C2CPH shall send an invoice for the certification extension fee to the client.

5.3.4. The total time of extensions issued will be no longer than six months (two 90- day extensions). Extensions beyond six months may be granted at the discretion of C2CPH with supporting evidence and documentation to justify the extension.

5.3.5 If C2CPH deems contingencies should be attached to the extension, these conditions shall be included in the extension documentation. Examples of such

contingencies may be, but not limited to, benchmarks for data gathering, timelines for deliverables, and/or the addition of qualifying disclaimers to the product's listing in the Certified Products Registry.

5.3.6 The extension is granted by C2CPH.

5.3.7 A new certificate reflecting the end date of the extension as the new expiration date shall be issued. Extensions do not prolong the period of the subsequent certification. Once issued, the next certification will expire three years (for Version 4.x) after the previous certification's expiration date. For example, if a Version 4.0 certification expires in June 2025, and two 90-day extensions were issued (until December 2025), the next certification would still expire in June 2028. At the discretion of C2CPH, the next certification period may restart and be valid for three years (for Version 4.x) if conditions exist that would otherwise result in the certification expiring in a short time period following certification issuance.

5.3.8 Payment of the extension fee and any other outstanding balances is required before the next re-certification is issued.

5.4 Fees

The client shall be subject to the certification extension fee as defined in the *Cradle to Cradle Certified Products Program Fees Schedule*. All associated fees for maintaining certification and certification documentation during the extension period shall be kept current by the client under the payment terms of C2CPH. Failure to do so shall result in suspension of the certificate and de-listing the product from the Certified Products Registry.

5.5 Termination, reduction, suspension, and withdrawal

5.5.1 A client may terminate certification at any time during an extension. The product(s) shall be de-listed from the Certified Products Registry and all certification documentation shall indicate the product(s) is no longer certified.

5.5.2 If during the course of the extension, conclusive information and/or data emerges that indicates the certified product can no longer be certified at the same or higher level than that of the current extended certificate, the extended certificate and listing in the Certified Products Registry shall be modified to reflect this reduction to a lower level of certification.

- a) The CAB shall be responsible for communicating any such need for change to C2CPH.

b) The client shall be responsible for any associated fees resulting from such a change.

5.5.3 If discovery such as defined in 5.5.2 indicates the product(s) can no longer be certified, the CAB shall inform C2CPH. The certification shall be suspended immediately, regardless of its extended expiration date; and the product(s) shall be de-listed from the Certified Products Registry.

5.5.4 If during an assessment it is indicated a product may attain certification at a higher level than that of the current extended certificate, this situation shall be considered to be part of the assessment process and will have no effect on the extended certification. Provided C2CPH confirms the assessment recommendation for a higher level of certification, the new level will be reflected on the renewed certificate at the time it is issued.

5.5.5 If a client fails to meet deadline and benchmark contingencies of the extension, C2CPH may suspend the certification for a period not to exceed six months before the certification shall be withdrawn.

5.5.6 Certification shall be withdrawn upon any of the following circumstances:

- a) Six months after suspension
- b) If the assessment and/or certification decision process indicates a product no longer qualifies for certification.
- c) If conditions established for extension and/or suspension have not been met

5.6 Timely reporting by Conformity Assessment Bodies

5.6.1 A CAB shall complete and deliver Assessment Reports to C2CPH on a date prior to certification expiration that allows sufficient time for review and certification decision.

5.6.2 C2CPH shall solely determine insufficiency of time for review and certification decision due to

- a) More time being needed to collect missing data
- b) More time being needed to clarify information provided in the Assessment Report.
- c) The Assessment Report submitted to C2CPH on a date that does not permit sufficient time prior to expiration for review within its normal workflow.

5.6.3 Consistent failure by a CAB to complete and present Assessment Reports to C2CPH in time sufficient for review shall be cause for C2CPH to issue NCRs and act in accordance with its CAB recognition requirements.