



### Filing an Application:

In order to become a renewable energy resource generating facility that is eligible to create Renewable Energy Credits (RECs) used to comply with Ohio's alternative energy portfolio requirement, a facility must be certified by the Public Utilities Commission of Ohio (PUCO). The filing process is comprised of two parts: (A) creation of the certification application using the PUCO's online REN form, and (B) electronically filing (E-filing) the completed certification application in a PUCO case using the PUCO's [Docketing Information System](#) (DIS). **Please be advised that all applicant's contact information, including address and telephone number, will be made public and is not subject to confidential treatment.** Additionally, any information pertaining to trade secrets contained within the application will be made public unless filed under seal with a motion for protective order, pursuant to Rule 4901-1-24 of the Ohio Administrative Code. If you are applying for more than one resource or technology, you must complete a separate application for each. A certified facility must be registered with an approved tracking system (i.e., GATS, M-RETS) in order to generate RECs that may be used for compliance with Ohio's alternative energy portfolio standard. Registration with a tracking system is completed after the facility is certified by the PUCO.

Before beginning the application process, applicants who do not already have a PUCO E-filing account (a username and password), and profile must first complete the steps depicted in sections 1-4 of the PUCO's [Electronic Filing Manual](#) which is available on the DIS website (<http://dis.puc.state.oh.us>) by clicking on "[Electronic Filing Information & Links](#)." The same account (username and password) must be used for completing the online REN form and for E-filing your completed application with DIS. The same account should also be used if you file multiple applications for different facilities. Applicants who are not familiar with the E-filing process should review the steps depicted in sections 5-6 of the [Electronic Filing Manual](#), but note that instead of creating an official PDF file yourself, the PUCO's online REN form will create the PDF of your REN application for you to E-file in your case.

#### 1. Reserve a Case Number

All applications must be electronically filed in DIS using the "EL" (electric) industry code and "REN" (renewable) purpose code. To obtain a case number, log into DIS and click on the "Reserve a case number" link. You will need this case number before you can begin to fill out the online REN form.

## 2. Log into the online REN form

The PUCO's online REN form is available at:

<https://www.puc.state.oh.us/secure/GPCSWeb/RenCERT2011/UserDefault/Index.aspx>.

To use the online REN form, you must have a PUCO user name and password, and your web browser must allow pop-up windows for PUCO pages.



The screenshot shows the login page for the Ohio Public Utilities Commission. The browser address bar displays the URL: <https://www.puc.state.oh.us/secure/sso/CentralLogin/index.aspx?CustomReturnUrl=https://www.puc.state.oh.us/secure/GPCSWeb/RenCERT2011/UserDefault/Index.aspx>. The page header includes "Consumer Complaints | Contact Us", the "Ohio.gov" logo, and "Public Utilities Commission". A search bar is located in the top right corner. Below the header, there are navigation links for "Electric | Natural Gas | Telephone | Water | Railroad | Motor Carrier". The main heading is "Public Utilities Commission Log in". On the left side, there is a vertical menu with the following items: "Consumer Info", "En Español", "Apples to Apples Comparison Charts", "Business Info", "Media Room", "Agenda & Hearings", "Webcasts", "Rules", "Docketing", and "DIS". The central area contains a "Log In" form with the following fields and options: "User Name:" with a text input field and a red asterisk, "Password:" with a text input field, a checkbox labeled "Remember me next time.", and a "Log In" button. Below the form are two links: "Create Account" and "Forgot Password".

### 3. The online REN form

The online REN form is divided into Sections A through P. The online form does not have to be completed in one session. You can save your information in each Section which can then be accessed and changed in a later session. Begin by clicking on the first link “A. Generating Facility”

**Public Utilities Commission Ohio Renewable Energy Resource Generating Facility Certification**

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[Home](#)  
[Logout](#)  
[Edit Account Info.](#)

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**REN Certification Application**  
Begin filling out the application by clicking on the link “A. Generating Facility” below.

**SELECT another facility**      **CREATE application PDF**

- [A. Generating Facility](#)
- [B. Facility Owner\(s\)](#)
- [C. Business Information](#)
- [D. Operating Company\(s\)](#)
- [E. Regulatory Contact](#)
- [F. Certification Criteria 1](#)
- [G. Certification Criteria 2](#)
- [H. Certification Criteria 3](#)
- [I. Facility Information](#)
- [J. RTO Information](#)
- [K. Attribute Tracking System](#)
- [L. Other State Certification\(s\)](#)
- [M. Type of Generating Facility](#)
- [N. Meter Specification\(s\)](#)
- [O. Reporting Start Date](#)
- [P. Affidavit](#)

#### 4. Complete Section A. Generating Facility

Enter the Facility Name and data for the required fields, and then click the “Save” button. This will store the facility name and generating facility information contained in Section A in order to identify this application for future use.

Note: You will need the Case Number which you reserved in Step 1, and all required fields before you can save your data.

<a href="#">B. Facility Owner(s)</a>	<b>A. Generating Facility</b>	
<a href="#">C. Business Information</a>	<b>Name of Renewable Generating Facility</b>	<input type="text" value="Test Facility"/>
<a href="#">D. Operating Company(s)</a>	<i>The name specified will appear on the facility's certificate of eligibility issued by the Public Utilities Commission of Ohio.</i>	
<a href="#">E. Regulatory Contact</a>	<b>Street Address</b>	<input type="text"/> * Required
<a href="#">F. Certification Criteria 1</a>	<b>City</b>	<input type="text"/> * Required
<a href="#">G. Certification Criteria 2</a>	<b>State</b>	<input type="text"/> * Required
<a href="#">H. Certification Criteria 3</a>	<b>ZIP</b>	<input type="text"/> * Required
<a href="#">I. Facility Information</a>	<b>Facility Latitude</b>	<input type="text"/> * Required
<a href="#">J. RTO Information</a>	<b>Facility Longitude</b>	<input type="text"/> * Required
<a href="#">K. Attribute Tracking System</a>	<i>There are internet mapping tools available to determine your latitude and longitude, if you do not have this information.</i>	
<a href="#">L. Other State Certification(s)</a>	<i>For facilities that have a total generator nameplate capacity of 1 MW or greater, provide the U.S. Department of Energy, Energy Information Administration Form EIA-860 Plant Name and Plant Code.</i>	
<a href="#">M. Type of Generating Facility</a>	<b>EIA-860 Plant Name</b>	<input type="text"/>
<a href="#">N. Meter Specification(s)</a>	<b>EIA Plant Code</b>	<input type="text"/>
<a href="#">O. Reporting Start Date</a>	<b>Case Reference (YY-NNNN) include leading zeroes</b>	<input type="text"/> -EL-REN * Required
<a href="#">P. Affidavit</a>	<b>Certificate No.</b>	<input type="text"/> * FOR STAFF USE ONLY
	<input type="button" value="Save"/> <input type="button" value="Save and go to next section &gt;"/> <input type="button" value="Cancel"/>	

## 5. Complete Sections B through P

Once you have saved your data in Section A, you can complete Sections B through P at later times by saving your data for each Section. When you log back in, the first screen you see will have changed to list all pending applications you are working on. To resume working on your application, click on the button next to your facility name and then click on the “EDIT selected facility” button. In order to reduce image distortion, in sections that require a photograph we recommend using photographs taken and submitted in landscape orientation rather than portrait orientation. (Note: beginning on 1/1/13, Section O of the application is no longer valid and this section may be left blank.

The screenshot displays the Ohio Public Utilities Commission website. At the top, there is a navigation bar with links for "Consumer Complaints" and "Contact Us" on the left, and the "Ohio.gov" logo and "Public Utilities Commission" text on the right. A search box is located to the right of the logo. Below the navigation bar, there are links for "Electric", "Natural Gas", "Telephone", "Water", "Railroad", and "Motor Carrier". The main heading is "Public Utilities Commission Ohio Renewable Energy Resource Generating Facility Certification". On the left side, there are links for "Home", "Logout", and "Edit Account Info.". The main content area is titled "REN Certification Application" and features a radio button labeled "Test Facility" which is selected. Below this are three buttons: "EDIT selected facility" (blue), "ADD new generating facility" (green), and "DELETE selected facility" (red). At the bottom, there is a note: "For questions concerning the application please see FAQ, or send email to AEPS@puc.state.oh.us, or call 614-466-3705" and a disclaimer: "The Public Utilities Commission of Ohio reserves the right to verify the accuracy of the data reported to the tracking system and to the PUCO."

## 6. Section P – Affidavit

Section P allows you to enter the appropriate data to create a PDF file of an affidavit which you can print, sign and have notarized, and then scan and upload to complete the final section of your REN online application form.

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[Logout](#)  
[Edit Account Info.](#)

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[P. Affidavit](#)

### Test Facility

#### P. Affidavit

1. Click the "Edit" button and fill-in your information and then click "Save."
2. Click the "Create the Affidavit PDF" button.
3. Print the affidavit.
4. Sign and notarize the affidavit.
5. Scan the affidavit and save as a '.JPG', '.JPEG', '.GIF', '.BMP', '.PNG', '.TIF', or '.TIFF' file.
6. Click the "Browse" button and upload your affidavit file.

Save Cancel	
Affiant Name	<input type="text"/>
Affiant Title	<input type="text"/>
Affiant Town	<input type="text"/>
Affiant County	<input type="text"/>
Affiant State	<input type="text"/>
Affidavit File Name	<input type="text"/>

Enter your data for the affidavit and click the "Save" button. Then click the "Create Affidavit PDF" button.

[Home](#)  
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[A. Generating Facility](#)  
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[P. Affidavit](#)

### Test Facility

#### P. Affidavit

1. Click the "Edit" button and fill-in your information and then click "Save."
2. Click the "Create the Affidavit PDF" button.
3. Print the affidavit.
4. Sign and notarize the affidavit.
5. Scan the affidavit and save as a '.JPG', '.JPEG', '.GIF', '.BMP', '.PNG', '.TIF', or '.TIFF' file.
6. Click the "Browse" button and upload your affidavit file.

Edit	
Affiant Name	John Doe
Affiant Title	President
Affiant Town	Anytown
Affiant County	Franklin
Affiant State	Ohio
Affidavit File Name	<input type="text"/>

Create, complete, and scan affidavit. Then choose and upload file below.

Upload '.JPG', '.JPEG', '.GIF', '.BMP', '.PNG', '.TIF', or '.TIFF' files only.

<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
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## 7. Section P – PDF of Affidavit

The affidavit is created in a pop-up window in PDF format. Print this affidavit and have it signed and notarized.



**Affidavit for Application for  
Certification as an Ohio  
Renewable Energy Resource  
Generating Facility**

**Please be advised that all applicant's contact information, including address and telephone number, will be made public and is not subject to confidential treatment.** Additionally, any information pertaining to trade secrets contained within the application will be made public unless filed under seal with a motion for protective order, pursuant to Rule 4901-1-24 of the Ohio Administrative Code.

Applicant's Name:

Name of person making this affidavit:

Title of person making this affidavit:

Company Name (if different than Applicant):

State of

## 8. Section P – Scan and save the notarized Affidavit

Scan the notarized affidavit and save it as an image (JPG, PNG, etc.) to your hard drive. Then click the Browse button to select the scanned image file you just created and saved on your hard drive.

6. Click the "Browse" button and upload your affidavit file.

<b>Edit</b>	
<b>Affiant Name</b>	John Doe
<b>Affiant Title</b>	President
<b>Affiant Town</b>	Anytown
<b>Affiant County</b>	Franklin
<b>Affiant State</b>	Ohio
<b>Affidavit File Name</b>	

Create, complete, and scan affidavit. Then choose and upload file below.

Upload \*.JPG\*, \*.JPEG\*, \*.GIF\*, \*.BMP\*, \*.PNG\*, \*.TIF\*, or \*.TIFF\* files only.

## 9. Section P – Upload the scanned image of the notarized Affidavit

Click the “Upload” button to upload your scanned image file of the notarized affidavit which will be included in your REN application. The screen will show the file name and that your file has been uploaded.

4. Sign and notarize the affidavit.  
5. Scan the affidavit and save as a '.JPG', '.JPEG', '.GIF', '.BMP', '.PNG', '.TIF', or '.TIFF' file.  
6. Click the "Browse" button and upload your affidavit file.

<b>Edit</b>	
Affiant Name	John Doe
Affiant Title	President
Affiant Town	Anytown
Affiant County	Franklin
Affiant State	Ohio
Affidavit File Name	7-P.JPG

Create, complete, and scan affidavit. Then choose and upload file below.

**Create Affidavit PDF**

\* File Uploaded

Click on the “Home” link in the upper left corner of the screen to return to the online REN form home page.

## 10. Create the PDF of your REN application

When you have completed all Sections click on the “CREATE application PDF” button.

Public Utilities Commission Ohio Renewable Energy Resource Generating Facility Certification

Home  
Logout  
Edit Account Info.

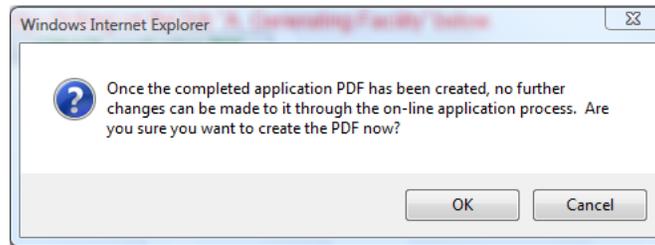
**Test Facility**

**REN Certification Application**

Begin filling out the application by clicking on the link “A. Generating Facility” below.

[A. Generating Facility](#)  
[B. Facility Owner\(s\)](#)  
[C. Business Information](#)  
[D. Operating Company\(s\)](#)  
[E. Regulatory Contact](#)  
[F. Certification Criteria 1](#)  
[G. Certification Criteria 2](#)  
[H. Certification Criteria 3](#)  
[I. Facility Information](#)  
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[K. Attribute Tracking System](#)  
[L. Other State Certification\(s\)](#)  
[M. Type of Generating Facility](#)  
[N. Meter Specification\(s\)](#)  
[O. Reporting Start Date](#)  
[P. Affidavit](#)

Confirm and verify that your REN application is complete. A pop-up window will ask you to confirm that you have completed the application and no further changes can be made. Click the “OK” button.



Any required fields or uploads that have been not been completed will be identified in red as shown in the screen below.

[Home](#)  
[Logout](#)  
[Edit Account Info.](#)

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**Test Facility**

**REN Certification Application**

Please complete Section(s) **C. Business Information**, **D. Operating Company(s) > Name of Operating Company(s)**, **E. Contact Information**, **F. Certification Criteria 1**, **G. Certification Criteria 2**, **H. Certification Criteria 3**, **I. Facility Information**, **J. RTO Information**, **K. Attribute Tracking System**, **L. Other State Certification(s)**, **N. Meter Specification(s) > Upload photograph(s)**

[A. Generating Facility](#)  
[B. Facility Owner\(s\)](#)  
[C. Business Information](#)  
[D. Operating Company\(s\)](#)  
[E. Regulatory Contact](#)  
[F. Certification Criteria 1](#)  
[G. Certification Criteria 2](#)  
[H. Certification Criteria 3](#)  
[I. Facility Information](#)  
[J. RTO Information](#)  
[K. Attribute Tracking System](#)  
[L. Other State Certification\(s\)](#)  
[M. Type of Generating Facility](#)  
[N. Meter Specification\(s\)](#)  
[O. Reporting Start Date](#)  
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If all requirements have been completed, the online REN form will create a PDF file of your REN application. Save this PDF file to your computer, so that you can upload it when you file your REN application in your case using the DIS E-filing process. PDFs larger than 10 MB cannot be e-filed. If the completed application PDF is larger than 10 MB, you will need to resize the whole application or the photos in the application. For help on resizing, send an email message to [aeps@puc.state.oh.us](mailto:aeps@puc.state.oh.us).

## 11. E-file your REN application in DIS

Log into DIS and file the PDF of your REN application in your case.

Save the document as a PDF.

Then go to following website: <http://dis.puc.state.oh.us/>

Then

- Click on subscribe and e-file
- Log-in
- Click on E-File a document
- Choose your case number, add it, and click continue
- Choose the parties for the filing, and click continue
- Select type of document, Application
- Complete the summary, click continue
- Choose your PDF document
- Add File, click continue
- Submit Filing

Assistance with obtaining a PUCO account or electronic filing is available by contacting the PUCO Docketing Division at (614) 466-4095 or [docketing@puc.state.oh.us](mailto:docketing@puc.state.oh.us).

## **Confidentiality**

**Please be advised that all applicant's contact information, including address and telephone number, will be made public and is not subject to confidential treatment.** Additionally, any information pertaining to trade secrets contained within the application will be made public unless filed under seal with a motion for protective order, pursuant to Rule 4901-1-24 of the Ohio Administrative Code. Further information regarding this procedure is available by contacting the PUCO Docketing Division at (614) 466-4095 or [docketing@puc.state.oh.us](mailto:docketing@puc.state.oh.us).

To verify submittal of your application or to monitor any developments in your case, you may view all of the documents in your specific case by inserting your case number (i.e., 13-1234-EL-REN) into the "Case Lookup" box on the DIS webpage, <http://dis.puc.state.oh.us/>

## **Commission Process for Approval**

Any entity seeking resource qualification must apply for certification of its resources or technologies. This determination includes a demonstration that the power is deliverable into the state of Ohio, if the generator is not located in Ohio or a contiguous state.

Any interested person may file a motion to intervene in the proceeding within 20 days of the filing of the application. The motion to intervene should specify all objections to the application, and include any rationale or supporting documentation for each objection. Absent a PUCO action to suspend or deny the application, the application would be deemed approved on the 61st day following the application's filing. Because the applications will be reviewed under a 60 day automatic approval process, it is critical that responses to any PUCO interrogatories be provided in a timely manner or the application may be suspended to ensure sufficient time to perform a complete review. Upon Commission approval, the applicant will receive notification of approval and a numbered certificate. Upon issuance of the PUCO Certification Number, a generation unit will be deemed an eligible renewable energy resource. The PUCO will provide this certificate number to the appropriate attribute tracking system for processing and administration of RECs.

The start date from which an attribute tracking system will begin to count generation data toward the creation of renewable energy credits for Ohio's purposes will be the later of the application filing date or the facility's on-line date.

Certification of a resource or technology does not predetermine compliance with annual benchmarks and does not constitute any Commission position regarding cost recovery. At its discretion, the Commission may classify any new technology or additional resource as a renewable-energy resource. Any interested person may request a hearing on such classification.

The PUCO may request additional information to confirm or clarify information provided in this application, including any attachments. The PUCO may audit any applicant to

verify the accuracy of any information included as part of an application for certification. As a condition of the application, an applicant agrees to provide any information or records necessary to verify the accuracy of any information included in the application. An applicant's failure to comply with a PUCO request for information in a timely manner may result in the denial or revocation of certification.

The owner of a renewable energy resource generating facility must notify the PUCO within 30 days of any substantive changes in the facility's operational or ownership characteristics which include, but are not limited to changes in fuel type, fuel mix and generator type. Failure to do so may result in revocation of certification. You may comply with this requirement by formally filing a letter with updated or new information under your case number in the PUCO Docketing Information System.

If an application is for a facility that is not yet operational, the applicant must file a notification within 30 days of the facility becoming operational. Any changes to information provided in the initial application or additional information that might not have been available at the time of the initial filing must be filed. Failure to provide complete and accurate information in a timely manner may result in the denial or revocation of the facility's certification.

### **Questions**

Questions regarding substantive issues may be emailed to [aeaps@puc.state.oh.us](mailto:aeaps@puc.state.oh.us).