



New Hampshire Voluntary Salt Applicator (Green SnowPro) Certification Guide

How to earn Green SnowPro Certification

To receive **initial** Green SnowPro certification and limited liability protection, each applicant must:

1. Complete an approved full course (minimum of four hours) and pass the exam.
 - a. Courses are provided by the Smart About Salt Council (virtual and available 24/7), University of New Hampshire Technology Transfer (UNHT2) Center (in-person and virtual) and other NHDES-approved sources.
2. Complete and submit a [Voluntary Commercial Salt Applicator Certification application](#) to NHDES.
3. Provide payment to NHDES for certificate (Master, Individual, or Subordinate) with check made out to:
Treasurer- State of NH Memo: Green SnowPro
 - a. Send or hand deliver check and application(s) to NHDES (see back page for mailing address)

Coursework/Training

All levels of certification (Master, Individual, and Subordinate) require mandatory coursework by applicants to be eligible for Green SnowPro initial certification, annual renewals, and limited liability protection. There are multiple options to complete required coursework:

1. In-person or virtual/hybrid UNHT2 courses: [T2 Training Calendar | Technology Transfer Center \(unh.edu\)](#)
2. Online full course and exam, and refresher course that can be taken anytime: [Smart About Salt Council - Online New Hampshire \(NH\) Green SnowPro Training \(PRICES IN CANADIAN DOLLARS\) \(wildapricot.org\)](#)
 - a. The SASC is a Toronto-based company and course fees are presented in Canadian dollars.
3. Other approved courses and events that become available will be shared on the Green SnowPro website, and via email and social media. Email salt@des.nh.gov to be added to the email list and find us on Facebook at [NH Certified Green SnowPro | Concord NH | Facebook](#)

Levels of Certification

1. **Master Certificate:** A Master Certificate is suitable for those who have multiple employees in a company performing snow & ice management. While everyone (Master, Individual, and Subordinate Certificate holders) is required to complete the same coursework to receive certification, **the Master Certificate holder is responsible for submitting the annual Salt Use Report** that includes totals of all material applied by company staff (Subordinates) and for the oversight of all employees certified as Green SnowPro salt applicators.
2. **Subordinate Certificate:** A Subordinate Certificate holder is required to complete the same coursework as required for all other certificate levels. Subordinate salt use is reported by the Master Certificate holder.
3. **Individual Certificate:** An Individual Certificate is ideal for those who do not have other employees performing snow & ice management under their direct supervision. Individual Certificate holders are required to submit an Annual Salt Use Report.

Cost of Certification:

The annual Green SnowPro certification fee is separate from all course fees. Training course fees go to the course providers. NHDES does not receive any of the training course fees.

1. **Master Certificate:** \$250
2. **Individual Certificate:** \$150
3. **Subordinate Certificate:** \$25 each for the first four Subordinates. If more than four Subordinates are working under the Master Certificate holder within the same company, there is no extra charge. Whether there are four or fifteen Subordinates working under the Master Certificate holder, a maximum of \$100 covers the Subordinate Certificate fee. All Subordinates must complete required coursework and exams to receive and maintain annual certification.

Maintaining Green SnowPro Certification

Green SnowPro is an annual certification. Certificates expire **June 30th** each year (e.g., certificates issued for the 2022-2023 winter season, expire on June 30, 2023). **Green SnowPro renewal applications and Annual Salt Use Reports are required to be submitted to NHDES by June 15th each year. The late-filing deadline for renewal applications is November 1st.**

To **renew** Green SnowPro certification and maintain Limited Liability Protection, the following steps are required:

1. Complete and submit a renewal [Voluntary Commercial Salt Applicator Certification application](#).
2. Pay the annual certification fee to NHDES (see “Cost of Certification”).
3. Submit your [Annual Salt Use Report form](#).
4. Remain current on required coursework:
 - a. **Refresher course** (minimum of two hours) every two years after initial certification and a full course with exam every five years.
 - b. **Full course** (minimum of four hours) with exam at five-year intervals following initial full course and certification.
 - c. Required coursework does **not** need to be completed before renewal application deadlines. An applicant is required to submit their annual renewal application by June 15th even if their required coursework still needs to be completed. Timely submittal of the renewal application promotes expedited processing and issuance of certificates shortly after completion of coursework. Early renewal may assist securing contracts by meeting bid request deadlines.
5. Send or hand deliver check, Salt Use Report, and renewal application(s) to the NHDES Green SnowPro Program.

Approved Trainer Option

Companies with many employees seeking Green SnowPro Subordinate Certificates have the option of having the Master Certificate holder of the company become a Green SnowPro Approved Trainer. This is beneficial for companies who have a Master Certificate holder with extensive experience/knowledge in the snow and ice management sector and multiple Subordinates requiring coursework to become Green SnowPro certified. Once approved by NHDES, the Approved Trainer can administer required coursework and exams to their employees. NHDES provides all training materials and exams.

There is no additional cost to become an Approved Trainer and significant cost savings are realized by the company relative to payments associated with fees linked with external course providers. The Approved Trainer must remain current on their coursework (through UNHT2, SASC, and other providers approved by NHDES) and remain in good standing as a Green SnowPro Master Certificate holder. Additional documents are required by NHDES to apply for Approved Trainer status which can be obtained by contacting the NHDES Salt Reduction Program Coordinator.

Limited Liability Protection

Commercial Salt Applicators certified by NHDES Green SnowPro under [RSA 489-C](#), and property owners or managers who hire them, are granted limited liability protection against damages arising from snow and ice conditions under [RSA 508:22](#). Contractor winter snow and ice record keeping is vital and essential for limited liability protection and Green SnowPro certified salt applicators are expected to uphold the following statutory requirement:

“...The written record shall include the type of de-icing materials used, the rate or quantity of deicing materials used, the dates of treatment, and the weather conditions for each event requiring de-icing. Such records shall be kept for a period of 3 years.”

Additional Information

[Green SnowPro Certification | NH Department of Environmental Services](#)

[Road Salt Reduction | NH Department of Environmental Services](#)

[Microsoft Word - Env-Wq 2200.docx \(nh.gov\)](#) (Full Voluntary Certified Salt Applicator Program Administrative Rules)

Questions

Contact the NHDES Salt Reduction Program Coordinator at salt@des.nh.gov or call 603-271-5329

Applications, payments, and salt use reports are mailed, or hand delivered to:

NHDES – Watershed Management Bureau
29 Hazen Drive - PO Box 95
Concord, NH 03302-0095
Attn: Green SnowPro