

## M-005

Date: December 9, 2011  
To: PAVE™ Software Developers  
Subject: Certification Cycle N Calendar

The USPS plans to implement a new Certification Cycle Release Schedule to streamline their certification processes. The goal for this new Release Schedule is to allow adequate time for software development and to verify compliance within that software with January 22, 2012 price changes as soon as feasible after price implementation. Therefore, the Cycle N Certification Period would last three months (90 days) to ensure customers of PAVE-certified products receive and use software that has the most current USPS prices.

These changes to the certification period and processes require discontinuation of all prior certification period processes and exceptions, to include no longer maintaining developers on respective Certified Products List (CPL) in a temporary next-cycle certification status.

### Cycle N Release Schedule

#### **PAVE Certification Advisory Cycle N Calendar January 2012**

January 3, 2012 – PAVE Cycle N Order Forms Accepted

January 9, 2012 – Cycle N Testing begins

March 12, 2012 – Testing Fees take effect

April 30, 2012 – Cycle M Certifications expire

April 30, 2012 – Cycle N Testing ends

April 30, 2013 - Cycle N Certifications expire

### Interim Cycle Certification Policy

- **Starting January 3, 2012**, the PAVE Certification Group will accept Cycle N Testing Order Forms.

Developers should:

1. Access Order Forms from RIBBS at [https://ribbs.usps.gov/pave/documents/tech\\_guides/forms/](https://ribbs.usps.gov/pave/documents/tech_guides/forms/)
2. Email their completely filled-in Order Form to [pave.ncsc@usps.gov](mailto:pave.ncsc@usps.gov) or
3. Fax their completely filled-in Order Form to (650) 357-6796 or (901) 821-6206

PAVE Software Developers must make all necessary changes to their software packages for the January 22, 2012 Price Change Implementation Date and distribute the certified products to their customers in a timely manner.

- Cycle M certified Products will remain on the PAVE CPL, with an expiration date of April 30, 2012.

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- Only Products for which Cycle N Order Forms are received by March 12, 2012 **and** which are still active in the certification process as of April 30 would remain on the respective Cycle N CPL until they successfully finish certification.
- The PAVE Certification Group will remove all other developers and their products at the end-of-certification-cycle date (April 30) from the RIBBS Cycle N CPL.

Developers requesting extension regarding new USPS prices should direct their correspondence to:

Pricing and Classification Service Center  
90 Church Street, Suite 3100  
New York, NY 10007-2951  
212-330-5300

For certification processing questions or concerns, please contact the PAVE Certification Group by e-mail at [pave.ncsc@usps.gov](mailto:pave.ncsc@usps.gov) or call 800-331-5746, option 0 and ask for the PAVE Certification Group.

Regards,

BMA Certification – PAVE Certification Group  
800-331-5746