

CERT

CERTIFICATION



MONTHLY WORKSHOPS

**Are you a local, small business?
Are you a woman or minority-owned business?
Are you interested in local government contracting?
.....THEN THIS WORKSHOP IS FOR YOU!**

Hosted by The Central (CERT) Certification Program, these workshops are aimed at providing small business resources and assisting the owners of established small businesses in applying for CERT Certifications through a hassle-free, expedited process, with one-on-one assistance. There will be a brief introduction to the CERT Program, certification benefits, and the online bidding process for the CERT Collaborative Partners.

To register, please call CERT at 651-266-8900 or *e-mail at cert@ci.stpaul.mn.us*.
To apply, please visit: www.cert.smwbe.com

If you are already CERT certified, please attend to learn about local contracting opportunities.

2017 Workshop Dates - 4th Wednesday of Each Month:

May 24, June 28, July 26, Aug 23, Sept 27, Oct 25, Nov 29, and Dec 27

****PLEASE NOTE:** *June, July, and August Workshops will NOT be at the Rondo Library*
Please call or email CERT program for temporary location.

1:30 to 4:30 PM

Location:

Rondo Community Outreach Library, 461 North Dale St., Saint Paul, MN 55103

Please Note: In order to complete your CERT application during the workshop, please bring all required documents in a USB flash drive. Please see list of documents at the back of this sheet.



St. Paul



CERT Application Required Documents List:

<h3>Individual / Sole Proprietorship</h3>	<h3>Limited Liability Company (LLC)</h3>
<p>Certificate of Assumed Name</p>	<p>Articles of Organization / Certificate of Assumed Name Article Amendments (if applicable) Company By-Laws / Statutes Corporate Minutes / Written Action Operating Agreement / Member Control Agreement (if applicable) Certificate of Assumed Name (if applicable) Stock Certificates (if applicable)</p>
<p>Resume You can use the attached form or submit your own.</p>	<p>Resume You can use the attached form or submit your own.</p>
<p>Statement of Responsibility On company letterhead, please describe the day to day roles and responsibilities of the owner(s) and/or primary officer(s) within the company.</p>	<p>Statement of Responsibility On company letterhead, please describe the day to day roles and responsibilities of the owner(s) and/or primary officer(s) within the company.</p>
<p>Proof of Revenues (provide ONLY one of the following)</p> <ol style="list-style-type: none"> 1. Three Years of Company's Most Recent Tax Return, or 2. Three Years of Company's Internal Financial Documents (showing annual gross revenues), or 3. For companies in operation for less than a year, please provide Signed/Dated Contract, Invoice, or Copy of Payment Check for work recently done. 	<p>Proof of Revenues (provide ONLY one of the following)</p> <ol style="list-style-type: none"> 1. Three Years of Company's Most Recent Tax Return, or 2. Three Years of Company's Internal Financial Documents (showing annual gross revenues), or 3. For companies in operation for less than a year, please provide Signed/Dated Contract, Invoice, or Copy of Payment Check for work recently done.
<p>If Applicable:</p> <ol style="list-style-type: none"> 1. Business / Professional License. <i>Only submit, if the industry you are in requires you to have one, i.e. Electricians.</i> 2. Vehicle / Equipment List. <i>Any equipment or property owned by company valued over \$1,000.</i> 3. Certificate by other Government Agencies. <i>For example: DBE, TGB/ED, WBENC, NMSDC</i> 	<p>If Applicable:</p> <ol style="list-style-type: none"> 1. Business / Professional License. <i>Only submit, if the industry you are in requires you to have one, i.e. Electricians.</i> 2. Vehicle / Equipment List. <i>Any equipment or property owned by company valued over \$1,000.</i> 3. Certificate by other Government Agencies. <i>For example: DBE, TGB/ED, WBENC, NMSDC</i>
<h3>Partnership</h3>	<h3>Corporation (S and C Corporations)</h3>
<p>Articles of Organization / Certificate of Assumed Name Article Amendments (if applicable) Company By-Laws / Statutes Corporate Minutes / Written Action Certificate of Assumed Name Partnership Agreement (if applicable) Operating Agreement / Member Control Agreement (if applicable) Stock Certificates (if applicable)</p>	<p>Articles of Incorporation / Certificate of Assumed Name Article Amendments (if applicable) Company By-Laws / Statutes Corporate Minutes / Written Action Operating Agreement / Member Control Agreement (if applicable) Stock Certificates (if applicable)</p>
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