Monthly Central (CERT) Certification Workshops

Hosted by The Central (CERT) Certification Program, these workshops are aimed at assisting the owners of established small businesses in applying for CERT Certifications through a hassle-free, expedited process, with one-on-one assistance. These workshops are held every fourth Wednesday of each month. They will include a brief introduction to the CERT Program, certification benefits, and the online bidding process for the CERT Collaborative Partners.

Also present at each workshop will be:
City of St. Paul Procurement Department
Ramsey County Procurement Department
The SBA's SCORE program and LegalCORPS

To register, please call CERT at 651-266-8900
or e-mail us at cert@ci.stpaul.mn.us

Please Select a Session:
1:30-3:00 PM "***or***" 3:00-4:15 PM

2016 Workshop Dates
4th Wednesday of Each Month:
January 27, February 24, March 23, April 27, May 25, June 22,
July 27, August 24, September 28, October 26, Dec. 28.
Exception: Wed., November 30 (5th Wednesday of Month)

Location:

Rondo Community Outreach Library

461 North Dale St.
Saint Paul, MN 55103
651.266.7400

CERT Application Required Documents List:

NOTE: Please verify with the Secretary of State of Minnesota the type of company you are.

Individual / Sole Proprietorship

Certificate of Assumed Name

Resume
You can use the attached form or submit your own.

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.

Proof of Revenues (provide ONLY one of the following)

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.

If Applicable:

1. **Business / Professional License.** *Only submit, if the industry you are in requires you to have one, i.e. Electricians.*
2. **Vehicle / Equipment List.** *Any equipment or property owned by company valued over $1,000.*
3. **Certificate by other Government Agencies.** *For example: DBE, TGB/ED, WBENC, NMSDC*

Limited Liability Company (LLC)

Articles of Organization
Company By-Laws / Statutes
Corporate Minutes / Written Action
Stock Certificates
Article Amendments (if applicable)
Certificate of Assumed Name (if applicable)

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Partnership

Certificate of Assumed Name
Partnership Agreement

Resume
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Statement of Ownership
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3. **Certificate by other Government Agencies.** *For example: DBE, TGB/ED, WBENC, NMSDC*

Corporation (S and C Corporations)

Articles of Incorporation
Company By-Laws / Statutes
Corporate Minutes / Written Action
Stock Certificates
Article Amendments (if applicable)
Certificate of Assumed Name (if applicable)

Resume
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