



# **CENTRAL 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](mailto:cert@ci.stpaul.mn.us)**

### **Present at each workshop will be:**

City of St. Paul Procurement Dept. and Dept. of Safety and Inspections, Hennepin County Purchasing and Contract Services, Ramsey County Procurement Department, The SBA's SCORE program, LegalCORPS, and the U.S. Small Business Administration (SBA)

### **2016 Workshop Dates - 4<sup>th</sup> Wednesday of Each Month:**

August 24, September 28, October 26, Dec. 28.

**Exception:** Wed., November 30 (5<sup>th</sup> Wednesday of Month)

## **1:30 to 4:30 PM**

### **Location:**

Rondo Community Outreach Library  
461 North Dale St., Saint Paul, MN 55103  
651.266.7400

*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:

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

|   |  |
|---|--|
| <p><b>Individual / Sole Proprietorship</b></p> <p><b>Certificate of Assumed Name</b></p>  | <p><b>Limited Liability Company (LLC)</b></p> <p>Articles of Organization<br/>Company By-Laws / Statutes<br/>Corporate Minutes / Written Action<br/>Stock Certificates<br/>Article Amendments (if applicable)<br/>Certificate of Assumed Name (if applicable)</p>  |
| <p><b>Resume</b><br/>You can use the attached form or submit your own.</p>  | <p><b>Resume</b><br/>You can use the attached form or submit your own.</p>   |
| <p><b>Statement of Responsibility</b><br/>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><b>Statement of Responsibility</b><br/>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><b>Proof of Revenues (provide ONLY one of the following)</b></p> <ol style="list-style-type: none"> <li>1. Three Years of Company's Most Recent Tax Return, or</li> <li>2. Three Years of Company's Internal Financial Documents (showing annual gross revenues), or</li> <li>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.</li> </ol> | <p><b>Proof of Revenues (provide ONLY one of the following)</b></p> <ol style="list-style-type: none"> <li>1. Three Years of Company's Most Recent Tax Return, or</li> <li>2. Three Years of Company's Internal Financial Documents (showing annual gross revenues ), or</li> <li>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.</li> </ol> |
| <p><b>If Applicable:</b></p> <ol style="list-style-type: none"> <li>1. <b>Business / Professional License.</b> Only submit, if the industry you are in requires you to have one, i.e. Electricians.</li> <li>2. <b>Vehicle / Equipment List.</b> Any equipment or property owned by company valued over \$1,000.</li> <li>3. <b>Certificate by other Government Agencies.</b><br/>For example: DBE, TGB/ED, WBENC, NMSDC</li> </ol>             | <p><b>If Applicable:</b></p> <ol style="list-style-type: none"> <li>1. <b>Business / Professional License.</b> Only submit, if the industry you are in requires you to have one, i.e. Electricians.</li> <li>2. <b>Vehicle / Equipment List.</b> Any equipment or property owned by company valued over \$1,000.</li> <li>3. <b>Certificate by other Government Agencies.</b><br/>For example: DBE, TGB/ED, WBENC, NMSDC</li> </ol>              |
| <p><b>Partnership</b></p> <p>Certificate of Assumed Name<br/>Partnership Agreement</p>  | <p><b>Corporation (S and C Corporations)</b></p> <p>Articles of Incorporation<br/>Company By-Laws / Statutes<br/>Corporate Minutes / Written Action<br/>Stock Certificates<br/>Article Amendments (if applicable)<br/>Certificate of Assumed Name (if applicable)</p>  |
| <p><b>Resume</b><br/>You can use the attached form or submit your own.</p>  | <p><b>Resume</b><br/>You can use the attached form or submit your own.</p>   |
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