

# 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.

**INVITED RESOURCE PARTNERS:** *Ramsey County, Hennepin County, City of Minneapolis, and City of St. Paul, LegalCORPS, SCORE, and the US Small Business Administration.*

**If you are already CERT certified, you can still attend to learn about local contracting opportunities.**

### **Upcoming 2018 Workshop Dates:**

January 24, February 28, March 28, April 25, May 23, June 27, July 25,  
August 22, September 26, October 24, November 28, and December 19

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

### **Location:**

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

To register, please call CERT at 651-266-8900 or e-mail at [cert@ci.stpaul.mn.us](mailto:cert@ci.stpaul.mn.us).

To apply, please visit: [www.cert.smwbe.com](http://www.cert.smwbe.com)



# CERT Application Required Documents Check List

<p style="text-align: center;"><b>Individual / Sole Proprietorship</b></p> <p><input type="checkbox"/> <u>Certificate of Assumed Name</u></p> <hr/> <p><b>Resume</b></p> <p><input type="checkbox"/> You can use the attached form or submit your own. Please include the enterprise for which application is being submitted.</p> <hr/> <p><b>Proof of Revenues (provide ONLY one of the following):</b></p> <p><input type="checkbox"/> Three Years of Company's Most Recent Tax Returns or</p> <p><input type="checkbox"/> 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> <hr/> <p><b>If Applicable:</b>  <b>Business / Professional License.</b> <i>Only submit if the industry you are in requires you to have one, e.g. Electricians.</i></p>	<p style="text-align: center;"><b>Limited Liability Company (LLC)</b></p> <p><input type="checkbox"/> <u>Articles AND Certificate of Organization</u></p> <p><input type="checkbox"/> <u>Certificate of Assumed Name (if applicable)</u></p> <p><input type="checkbox"/> <u>Article Amendments (if applicable)</u></p> <p><input type="checkbox"/> <u>Operating Agreement / Member Control Agreement (if applicable)</u></p> <hr/> <p><b>Resume</b></p> <p><input type="checkbox"/> You can use the attached form or submit your own. Please include the enterprise for which application is being submitted.</p> <hr/> <p><b>Proof of Revenues (provide ONLY one of the following):</b></p> <p><input type="checkbox"/> Three Years of Company's Most Recent Tax Returns or</p> <p><input type="checkbox"/> 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> <hr/> <p><b>If Applicable:</b>  <b>Business / Professional License.</b> <i>Only submit if the industry you are in requires you to have one, e.g. Electricians.</i></p>
<p style="text-align: center;"><b>Partnership</b></p> <p><input type="checkbox"/> <u>Certificate of Assumed Name (if applicable)</u></p> <p><input type="checkbox"/> <u>Partnership Agreement (if applicable)</u></p> <p><input type="checkbox"/> <u>Partnership Statements, including LLP Statement (if applicable)</u></p> <hr/> <p><b>Resume</b></p> <p><input type="checkbox"/> You can use the attached form or submit your own. Please include the enterprise for which application is being submitted.</p> <hr/> <p><b>Proof of Revenues (provide ONLY one of the following)</b></p> <p><input type="checkbox"/> Three Years of Most Recent Tax Returns or</p> <p><input type="checkbox"/> 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> <hr/> <p><b>If Applicable:</b>  <b>Business / Professional License.</b> <i>Only submit if the industry you are in requires you to have one, e.g. Electricians.</i></p> <p><b>Stock Certificates (if applicable)</b></p>	<p style="text-align: center;"><b>Corporation (S and C Corps)</b></p> <p><input type="checkbox"/> <u>Articles AND Certificate of Incorporation</u></p> <p><input type="checkbox"/> <u>Certificate of Assumed Name (if applicable)</u></p> <p><input type="checkbox"/> <u>Article Amendments (if applicable)</u></p> <p><input type="checkbox"/> <u>Company By-Laws / Statutes</u></p> <p><input type="checkbox"/> <u>Shareholder Control Agreement/Shareholder Voting Agreement (if applicable)</u></p> <p><input type="checkbox"/> <u>Stock Certificates (if applicable)</u></p> <hr/> <p><b>Resume</b></p> <p><input type="checkbox"/> You can use the attached form or submit your own. Please include the enterprise for which application is being submitted.</p> <hr/> <p><b>Proof of Revenues (provide ONLY one of the following)</b></p> <p><input type="checkbox"/> Three Years of Most Recent Tax Returns or</p> <p><input type="checkbox"/> 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> <hr/> <p><b>If Applicable:</b>  <b>Business / Professional License.</b> <i>Only submit if the industry you are in requires you to have one, e.g. Electricians.</i></p> <p><b>Stock Certificates (if applicable)</b></p>