



**SAINT PAUL**  
**PUBLIC LIBRARY**

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

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

### **2016 Workshop Dates 4<sup>th</sup> 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 (5<sup>th</sup> 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.**

<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 Company By-Laws / Statutes Corporate Minutes / Written Action Stock Certificates Article Amendments (if applicable) Certificate of Assumed Name (if applicable)</p>
<p><b>Resume</b> You can use the attached form or submit your own.</p>	<p><b>Resume</b> You can use the attached form or submit your own.</p>
<p><b>Statement of Ownership</b> On company letterhead, please describe the day to day roles and responsibilities of the owner(s) and/or officer(s) within the company.</p>	<p><b>Statement of Ownership</b> On company letterhead, please describe the day to day roles and responsibilities of the owner(s) and/or 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> <i>Only submit, if the industry you are in requires you to have one, i.e. Electricians.</i></li> <li>2. <b>Vehicle / Equipment List.</b> <i>Any equipment or property owned by company valued over \$1,000.</i></li> <li>3. <b>Certificate by other Government Agencies.</b> <i>For example: DBE, TGB/ED, WBENC, NMSDC</i></li> </ol>	<p><b>If Applicable:</b></p> <ol style="list-style-type: none"> <li>1. <b>Business / Professional License.</b> <i>Only submit, if the industry you are in requires you to have one, i.e. Electricians.</i></li> <li>2. <b>Vehicle / Equipment List.</b> <i>Any equipment or property owned by company valued over \$1,000.</i></li> <li>3. <b>Certificate by other Government Agencies.</b> <i>For example: DBE, TGB/ED, WBENC, NMSDC</i></li> </ol>
<p><b>Partnership</b></p> <p>Certificate of Assumed Name Partnership Agreement</p>	<p><b>Corporation (S and C Corporations)</b></p> <p>Articles of Incorporation Company By-Laws / Statutes Corporate Minutes / Written Action Stock Certificates Article Amendments (if applicable) Certificate of Assumed Name (if applicable)</p>
<p><b>Resume</b> You can use the attached form or submit your own.</p>	<p><b>Resume</b> You can use the attached form or submit your own.</p>
<p><b>Statement of Ownership</b> On company letterhead, please describe the day to day roles and responsibilities of the owner(s) and/or officer(s) within the company.</p>	<p><b>Statement of Ownership</b> On company letterhead, please describe the day to day roles and responsibilities of the owner(s) and/or 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 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 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> <i>Only submit, if the industry you are in requires you to have one, i.e. Electricians.</i></li> <li>2. <b>Vehicle / Equipment List.</b> <i>Any equipment or property owned by company valued over \$1,000.</i></li> <li>3. <b>Certificate by other Government Agencies.</b> <i>For example: DBE, TGB/ED, WBENC, NMSDC</i></li> </ol>	<p><b>If Applicable:</b></p> <ol style="list-style-type: none"> <li>1. <b>Business / Professional License.</b> <i>Only submit, if the industry you are in requires you to have one, i.e. Electricians.</i></li> <li>2. <b>Vehicle / Equipment List.</b> <i>Any equipment or property owned by company valued over \$1,000.</i></li> <li>3. <b>Certificate by other Government Agencies.</b> <i>For example: DBE, TGB/ED, WBENC, NMSDC</i></li> </ol>