

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 2017 Workshop Dates:
Oct 25, Nov 15, and Dec 20

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.

To apply, please visit: www.cert.smwbe.com



St. Paul



CERT Application Required Documents Check List

<p style="text-align: center;">Individual / Sole Proprietorship</p> <p><input type="checkbox"/> <u>Certificate of Assumed Name</u></p> <hr/> <p>Resume</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>Proof of Revenues (provide ONLY one of the following):</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>If Applicable: Business / Professional License. <i>Only submit if the industry you are in requires you to have one, e.g. Electricians.</i></p>	<p style="text-align: center;">Limited Liability Company (LLC)</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>Resume</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>Proof of Revenues (provide ONLY one of the following):</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>If Applicable: Business / Professional License. <i>Only submit if the industry you are in requires you to have one, e.g. Electricians.</i></p>
<p style="text-align: center;">Partnership</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>Resume</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>Proof of Revenues (provide ONLY one of the following)</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>If Applicable: Business / Professional License. <i>Only submit if the industry you are in requires you to have one, e.g. Electricians.</i></p> <p>Stock Certificates (if applicable)</p>	<p style="text-align: center;">Corporation (S and C Corps)</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>Resume</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>Proof of Revenues (provide ONLY one of the following)</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>If Applicable: Business / Professional License. <i>Only submit if the industry you are in requires you to have one, e.g. Electricians.</i></p> <p>Stock Certificates (if applicable)</p>