Contents

BEGIN AN APPLICATION FOR MNUCP/STATE/CERT PROGRAMS

Welcome to the new, consolidated web application portal to apply for one or multiple equity certification programs. Your application will be submitted to the program(s) and certifying entities you choose when starting your application.

Field names denoted with a plus sign (+) are required fields for all applications, regardless of the certifying entity. If any of these fields are blank, they will be flagged in error, resulting in a failure to establish your account and begin your application.

Field names denoted with an asterisk (*) are required fields if you are applying to certify with MnUCP, and cannot be left blank. If any of these fields are blank, they will be flagged in error, resulting in a failure to establish your account and begin your application.

Field names denoted with a double asterisk (**) are required fields if you are applying to certify with the State of Minnesota. If any of these fields are blank, they will be flagged in error, resulting in a failure to establish your account and begin your application.

Field names denoted with a triple asterisk (***) are required fields if you are applying to certify with the local CERT program. If any of these fields are blank, they will be flagged in error, resulting in a failure to establish your account and begin your application.

START APPLICATION

FIRM NAME

Legal Firm Name (+): The *legal* name of your firm, as indicated in your firm's Articles of Incorporation.

DBA Name: The name your firm uses for doing business ("doing business as"). Also known as a Trade Name. This field should be completed if you have registered a DBA name with a state or local entity.

CERTIFYING MEMBER ENTITY

You can certify with one or more entities using this application. A description of each entity is displayed when you enter this website.

Certifying Member Entity (+): Use the checkboxes to select the entities you wish to receive your application. You must select *at least* one:
  ☐   MnUCP - for federal certification

- ☐ State (Minnesota Only) – for state certification
- ☐ CERT – for local certification with St. Paul, Minneapolis, Hennepin County, or Ramsey County

MnUCP CERTIFYING MEMBER AGENCY

If you wish to certify for the MnUCP (federal) certification, you must choose one agency under MnUCP to process your application. If you have previously applied, submit your new application to the same, original agency.

This field is required if you have chosen MnUCP as a certifying entity.

*Note: Regardless of the MnUCP agency you choose to process you application, once certified, you are certified with **ALL** MnUCP member agencies.*

MnUCP Certifying Member Agency (*): Use the checkboxes to select the entity you wish to process your application. Choose one of the following:
- ☐ City of Minneapolis (for federal contracts)
- ☐ Metropolitan Airports Commission
- ☐ Metropolitan Council
- ☐ Minnesota Department of Transportation (for federal contracts)

COUNTY

County (**) (***): Required if applying for State of Minnesota or CERT certification. Use the dropdown list to select the county where your firm is located. Counties include all 87 Minnesota counties, and two counties in Wisconsin. See eligibility rules for State of Minnesota and CERT certifications.

BUSINESS TYPE

Business Type (+): The profit model of the applicant firm. Use the radio button choices to select one.

Note: If you select Non-Profit, you do not qualify for any of the certifications and you will be directed to exit the application process.

Non-Profit Rehabilitation Centers and Extended Employment Provider firms qualify ***only*** for the State of Minnesota certification.

- o Profit
- o Non-Profit
- o Certified Rehabilitation Center or Extended Employment Provider

Business Structure (+): The manner in which your firm is organized. Use the checkboxes to select one form of organization.

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ Corporation
- ☐ Limited Liability Partnership
- ☐ Limited Liability Corporation
- ☐ Joint Venture

TERMS AND CONDITIONS

I Agree to State of Minnesota Terms and Conditions (**): Applying for the State of Minnesota program requires you to read and agree to terms and conditions for this application.

If you do not agree to the Terms and Conditions, you cannot apply for certification from the State of Minnesota program. You can de-select the program, if you wish to continue with your application.

I Agree to CERT Terms and Conditions (***): Applying for the CERT program requires you to read and agree to terms and conditions for this application.

If you do not agree to the Terms and Conditions, you cannot apply for certification from that program. You can de-select the program, if you wish to continue with your application.

ACCOUNT SETUP

Username (+): The user name you wish to use for your account.

Email address (+): The email address you wish to use for all communication with the entity(s) that will process your application. You may be contacted by an entity regarding your application through this email account.

Password (+): The password you wish to use to access your account and application. Your password must contain at least one capital letter, and one number or special character. Example: iHopetoapply5!

Confirm Password (+): You must confirm the password you entered in the previous field.

START APPLICATION

Click the **Start Application** button to establish your account and begin the application process.