



Ohio Administrative Code Rule 122:15-3-03 Recertification.

Effective: [October 9, 2020](#)

(A) All MBE, EDGE, or WBE-certified businesses must apply for re-certification prior to their certification's expiration date. The at least fifty-one per cent eligible owner(s) must demonstrate to the Ohio department of administrative services, equal opportunity division (DAS/EOD) that the certified business and its at least fifty-one per cent eligible owner(s) continue to qualify for the business's certification(s). DAS/EOD may request that the at least fifty-one per cent eligible owner(s) submit the following documents:

- (1) Current annual balance sheet;
- (2) Current annual income statement;
- (3) Current annual cash flow statement;
- (4) Current annual profit and loss statement;
- (5) Last three years of the at least fifty-one per cent eligible business owner(s)'s personal taxes;
- (6) Last three years of business taxes; and
- (7) Any other documents DAS/EOD considers necessary.

(B) DAS/EOD will notify each MBE, EDGE, or WBE-certified business of the requirements and procedures for re-certification. If a certified business does not request re-certification prior to the current certification expiration date, the certified business may be required to submit a new application, all required supporting documentation, and an interview to be considered for certification into the program.

If a certified business does not request re-certification prior to the its certification's expiration date,



DAS/EOD may grant the certified business a grace period (a maximum of three months from the certified business's last certification date) upon request (in writing) by the at least fifty-one percent eligible owner(s). DAS/EOD may consider mitigating circumstances that delayed the timely request for re-certification by the certified business in determining whether to grant a grace period. In all cases, DAS/EOD is the final arbiter as to whether to grant or not to grant a grace period. Failure of DAS/EOD to notify the certified business of its re-certification requirements is not a sufficient reason for failing to apply for re-certification in a timely manner.

(C) Upon the completion of six cumulative years in the MBE, EDGE, or WBE program(s), a business seeking re-certification is required to complete a new application, submit all required supporting documentation, and have an interview conducted to determine that the business and its least fifty-one per cent eligible owner(s) continue to meet all the requirements of the relevant program(s).