

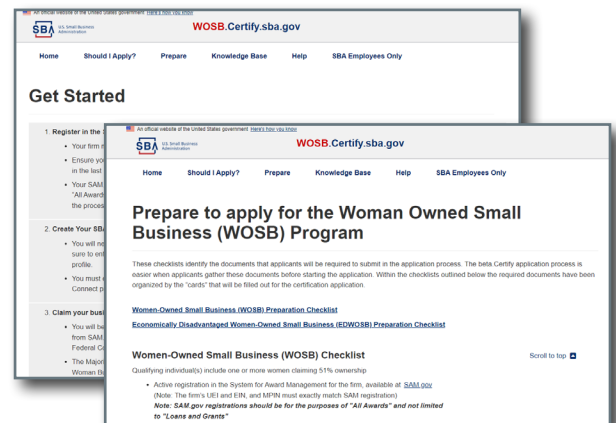


FEDERAL WOMEN-OWNED SMALL BUSINESS (WOSB) CERTIFICATION QUICK GUIDE

If you're a woman business owner looking to secure federal government contracts, the Federal Woman-Owned Small Business (WOSB) Certification can open up a world of opportunities. However, navigating the certification process can be daunting. The North Dakota Women's Business Center (NDWBC) is here to help. We've compiled this quick guide to prepare you and help you gather documents that you will need to have on hand as you begin the application process. If at any time you get stuck, reach out to us. Our business coaches are trained and equipped to help walk you through the process.

The Federal WOSB certification is processed and approved by the Small Business Administration (SBA), not by NDWBC or its coaches. This federal certification process is only for **sole source contracts** and **set aside government contracts** reserved for women business owners and economically disadvantaged businesses, making it a great way to expand your business and get your foot in the door with significant contracts available. The federal application program and process have seen many recent updates. Our team is working with the **SBA** and the **North Dakota APEX Accelerator** (formally known as PTAC) to provide the most up-to-date information as it evolves.

To begin, it's recommended to visit the **WOSB.certify.sba.gov's Get Started** page and the **How to Prepare to Apply for the WOSB Program** page. These resources show the items you will need to begin to apply for the federal certification. Some federal contracts are restricted for Economically Disadvantaged Women-Owned Small Business (EDWOSB). The EDWOSB program is a subset of the WOSB which means if you qualify as an EDWOSB you automatically qualify as a WOSB. To learn if you qualify for an EDWOSB or WOSB, review the list of **Eligible**



NAICS Codes. If your NAICS codes are eligible, NDWBC recommends connecting the local North Dakota APEX Accelerator (APEX) to learn about the available options for the NAICS code. APEX is a valuable resource dedicated to helping local businesses compete successfully in the government marketplace.

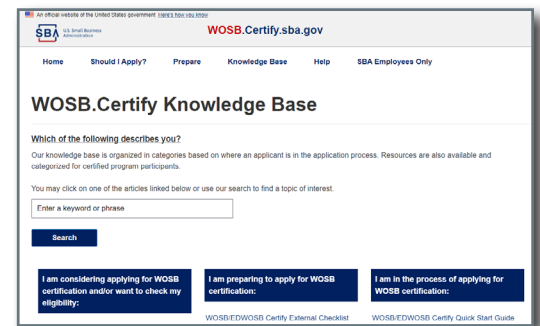
Once you have confirmed that your business and industry are eligible and you decide to apply for the federal WOSB and/or the EDWOSB programs, you have two options to apply:

- 1. Self-Certification:** Those who opt to self-certify can apply for the certification for free through the SBA website. Self-certifying is known to be quite cumbersome. If you choose to self-certify, please don't hesitate to contact NDWBC for help with the process. **Click this link to access the new self-certification application.**
- 2. Pay a 3rd Party Certifier (WBENC):** These organizations help business owners through the certification process. A 3rd party certifier varies in cost. **Click this link to learn more information about SBA's Approved 3rd Party Certifiers.** The SBA's Four Approved Certifiers are:
 - El Paso Hispanic Chamber of Commerce
 - National Women Business Owners Corporation
 - U.S. Women's Chamber of Commerce
 - Women's Business Enterprise National Council

MORE RESOURCES FOR SELF-CERTIFICATION

Still have questions? The best place to go next is the **WOSB Knowledge Base Center**. Here you will find many resources and answers to your questions as you move through the self-certification process. NDWBC recommends beginning with the following items:

- **WOSB/EDWOSB Certify External Checklist:** outlines all documents you will need when certifying your business.
- **WOSB/EDWOSB Certify Quick Start Guide:** breaks down each task by individual instructions. A very helpful resource with the application process.



HELPFUL CONTACTS



North Dakota Women's
Business Center (NDWBC)

info@ctbnd.com

701-223-0707



North Dakota APEX
Accelerator

ndapex@und.edu

701-261-0737



SBA: Women-Owned
Small Business Program

wosb@sba.gov





NDWBC is the leading voice, resource, and partner for women business owners. We are dedicated to amplifying the economic voice of our clients through advocacy and access to critical resources. Learn more at www.NDWBC.com.



With our team located statewide, we are accessible to the state's women-owned businesses through in-person and virtual one-on-one business coaching services, technical training, and intensive development programs.

OUR PROGRAMS



BUSINESS COACHING

Access free and confidential coaching for entrepreneurs and owners at any stage of business. Schedule a session.



INTENSIVES COURSES

Our virtual courses include financial training and skill building to equip owners to make informed business decisions.



WOMEN-OWNED CERTIFICATION

Certify with NDWBC's fast and simple woman-owned business state certification to gain exposure and access new opportunities.

CONNECTIONS & RESOURCES



STRONG WOMEN, STRONG CONNECTIONS

Certify with NDWBC's fast and simple woman-owned business state certification to gain exposure and access new opportunities.



ON-DEMAND NDWBC LIBRARY

Access our library to view an array of topics aiming to support entrepreneurs, professionals, and business owners.

Our Signature Event



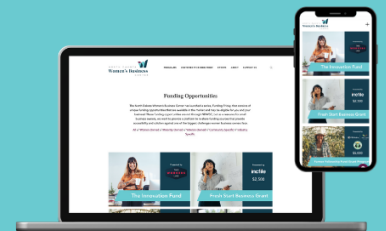
WOMEN'S BUSINESS SUMMIT

This ultimate summit experience accelerates business growth and deepens connections through hands-on training and networking each year. You'll have access to impactful connections, honest conversations, and personal and professional development. Get away from your everyday grind, and reconnect to your mission.



FUNDING FRIDAYS

Funding Fridays features unique funding opportunities for women each week. This platform helps women overcome one of their biggest obstacles to ownership.



FIND NEW FUNDING OPPORTUNITIES AT WWW.NDWBC.COM

NDWBC is a 501c3 funded in part through a cooperative agreement with the U.S. Small Business Administration and by state funding from the North Dakota Department of Commerce. Visit our website to learn more about how we are the leading voice, resource, and partner for women business owners.

