



U.S. Small Business
Administration



WOSB FEDERAL CONTRACTING PROGRAM: *Maintaining Eligibility and Re-certification Processes*

In 2020, SBA implemented changes to the Women-Owned Small Business (WOSB) Federal Contracting Program to strengthen oversight, maintain the integrity of the certification process, and make the process easier for firms participating in the program.

Now, maintaining your eligibility and re-certification is easier than ever! SBA requires WOSB Federal Contracting Program participants attest to meeting program requirements each year. For re-certification, annual attestation must be submitted within 30 days of the anniversary date of certification. For maintaining your eligibility during your current contract, annual updates must be complete at the 1st and 2nd year anniversary of a firm's certification.

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Visit the Beta Certify Knowledge Base!

The beta.certify.sba.gov

Knowledge Base is a valuable resource for firms to learn about maintaining your WOSB or EDWOSB certification, including the requirements for the annual update. It includes a step-by-step instruction sheet and screenshots of the process for reference.

Check Out Our Webinars!

SBA also offers a webinar for firms that are nearing their annual attestation or program recertification in the next 30 to 120 days. Participants can [register for webinars online](#).

Get Help with the Assistance Tool!

Firms can also use the [SBA Local Assistance tool](#) to contact their local [SBA regional and district office](#) or [Women's Business Center](#).



MAINTAIN ELIGIBILITY

Annual Maintenance of Your WOSB or EDWOSB Certification:

- 1** **STEP 1:** Look out for an email notification at 60 days and 30 days prior to your anniversary date of certification.
- 2** **STEP 2:** Proceed through the annual update questionnaire and submit.
- 3** **STEP 3:** Look out for a notification of receipt via email.
- 4** **STEP 4:** An SBA analyst completes a full review of your application within 90 days.
- 5** **STEP 5:** You will receive a formal letter via email once a decision is made. It also will live on your dashboard.

As long as firms submit their annual attestation 30 days prior to expiration, they will remain certified.

RE-CERTIFICATION

for the WOSB or EDWOSB Federal Contracting Program:

WOSB or EDWOSB firms must complete a re-certification at the **3rd anniversary of their certification**.

- 1** **STEP 1:** Look out for an email notification at 60 days and 30 days prior to your 3rd anniversary date of certification.
- 2** **STEP 2:** Complete a re-certification application located at beta.certify.sba.gov. Proceed through the re-certification questions, just as if reapplying.
- 3** **STEP 3:** An SBA analyst completes a full review of your application within 90 days.
- 4** **STEP 4:** You will receive a formal letter via email once a decision is made. It also will live on your dashboard.