Business Development: Registrations

**Objective/Purpose/ Why:** *Obtain and maintain professional, technical and business registrations that allow ATG opportunities to pursue work. In particular, these responsibilities include:*

* Obtain and maintain ATG DBE (14), SBE (3), WBE (4) and HUB registrations
* Oversee submission of Annual Report and State SOS Registration Renewals (approx. 25)
* Obtain and maintain DOT Prequalifications (Individuals in Texas, Firms in Tx and approx. 6 states)
* Assist ATG engineers to obtain and maintain Professional Engineer and PTOE Registrations (approx. 40)
* Assist ATG planners to obtain and maintain AICP registrations (approx. 16)

**Subject Matter Expert:** *Misty Ramirez, mramirez@emailatg.com*

**Process:** *Registrations are to be maintained according to the schedule of the certifying agency. This varies annually for updates and also depending on the registration expiration cycle, some will include additional documentation every three or five years.*

*Due dates and last submission dates are tracked in Vision.*

*Emails are automatically sent 60 and 30 days prior to a registration expiration to Misty, Christina and if an individual registration, i.e. not a firm registration, an email is also sent to the individual record holder.*

*Depending on the particular registration, the typical submission documentation and insight are saved in the following locations for each of our current certifications:*

* DBE - W:\DBE by state
* SBE - W:\S-WBE by entity
* WBE - W:\S-WBE by entity
* HUB - W:\HUB
* SOS - W:\Secretaries of State by state
* DOT Prequalifications
* Firm by State: W:\DOT Prequalifications
* Individuals: Z:\Marketing\Employees\Last Name\_First Name\6\_Certificates-Registrations
* PE
* Firm by State: W:\Engineering Boards
* Individuals: Z:\Marketing\Employees\Last Name\_First Name\6\_Certificates-Registrations
* AICP - Z:\Marketing\Employees\Last Name\_First Name\6\_Certificates-Registrations

*A new folder for the year of the update or renewal should be created each time documentation is submitted to an entity. All submission materials should be saved in the file for the particular year of the update or renewal.*

**Outcome:** *All ATG firm and individual registrations remain up to date.*

**Resources:** *Additional reports/checklists/examples/related SOPs*