



## WBENC Certification Application Process

### Criteria for Certification:

- Applicant company must be at least fifty-one percent (51%) owned and controlled by one or more women who are U.S. citizens or permanent legal residents, or in the case of any publicly-owned business, at least fifty-one percent (51%) of the equity of which is owned and controlled by one or more women who are U.S. citizens or permanent legal residents
- Management and daily operation is controlled by one or more of the women.
- WBENC uses a two part process to ensure that the applicant company meets the WBENC Standards. This will include a thorough review of the documentation presented and a site visit interview with the female owner(s).
- [Click here](#) for a copy of the Standards and Procedures used to determine certification (recommended reading).

### Application Instructions:

To expedite the efficient handling of your application, please read all of these instructions before you begin the online application.

1. **Gather all of the required documents.** For documents that do not apply to your company, please provide a written explanation stating which documents do not apply and why. Ensure each document is available electronically for uploading. [Click here for Documentation Required.](#)
2. Review your legal and financial information to ensure that your documents support woman/women ownership and control.
3. **VERY IMPORTANT!** Have the owner and contact add [wbenclink@wbenclink.org](mailto:wbenclink@wbenclink.org) to their safe sender list. The owner and/or the application contact will be made aware of the status of their application for certification via notifications from [wbenclink@wbenclink.org](mailto:wbenclink@wbenclink.org). Receipt of these emails is critical to the process.
4. **Register and complete the online application. NOTE: This application will become your company's resume once certification is granted. Please type in upper and lower case letters and be as thorough as possible.**



- Register using the female owner's email address.
  - The owner's complete e-mail address will be automatically assigned as the username for the application.
  - Create a password.
    - **Save your username and password, it will be needed once certification is granted to access your application record(s) and certificate.**
  - Before the application is accessible, you must answer pre-qualifying questions in order to determine if the minimum requirements for certification are met.
  - The application processing page will open.
  - You may complete the processing section in any order; however, ALL must be completed before you are able to sign and submit the application.
  - To prevent loss of data entered, please click Save Draft if you need to exit the system.
  - The status bar at the top of the page will indicate what percentage of the application has been completed.
  - As each section is completed, a green check mark will be visible and the status will be updated from Incomplete to Complete.
  - Before the application can be submitted, the system will ask if the nonrefundable processing fee will be paid using a credit card or check. Upon answering the questions, you will be allowed to submit the application. NOTE: If your company elects to mail in a check, processing will not begin until the payment has been received by your assigned Regional Partner Organization.
  - **DO NOT SIGN/SUBMIT** the application until it has been reviewed for accuracy by the female owner. Once the application is submitted, edits to data will not be permitted.

As a reminder, please **save the username and password**, as both will be needed once certification is granted.