



## WBENC Recertification Process

Recertification takes up to 90 days to process; therefore, it is recommended that WBEs begin the process at least 75 days **prior** to their expiration date. Failure to recertify in a timely manner could result in your status becoming expired and loss of business opportunities.

Ninety days prior to your expiration date, the owner and contact for your company will receive an auto e-mail from [wbenclink@cvmsolutions.com](mailto:wbenclink@cvmsolutions.com) that contains the instructions for Recertification. To ensure you receive auto e-mails, please add the email address used for recertification to your company's safe sender list: [wbenclink@cvmsolutions.com](mailto:wbenclink@cvmsolutions.com).

Keeping WBENC certification current is the responsibility of the Company Owner. While WBENC will notify women business enterprises (WBEs) via auto e-mail notification, we can not guarantee receipt of the e-mail. Therefore, we recommend that you mark your personal calendar to begin the recertification process no less than 75 days prior to your expiration date.

### Steps for Recertification

Recertification Application Change: The biggest change to the Recertification Application is the ability to update previously restricted information in your profile during the recertification. This change is the result of many WBEs having incorrect information in their profile as well as the addition of several new questions and new choice selections for some of the current questions. Questions that require a new answer will have the previous answer removed and you will be required to input new information as you fill out the form. [Click here for items you should give special attention to during the recertification process.](#)

Click here for the [Certification Application Questions](#).

Log into WBENCLink, [www.wbenclink.org](http://www.wbenclink.org) with your company's User ID and password and complete the Recertification Form. When the screen returns to Update Company Profile, open the summary view (see link located just below the general tab) and review it for accuracy. If correct, print the summary view. Note: if you do not know your password, please follow the directions in the log in box on [www.wbenclink.org](http://www.wbenclink.org) to reset it. If you do not receive a new password within one hour, please contact [support@wbenc.org](mailto:support@wbenc.org) to request the correct User ID for your company.

- Gather the [required documents](#) that are listed in the Recertification e-mail.
  - Note: To ensure that your file is stamped complete when received, it is important to account for each document requested. Send a written statement advising which document(s) do not apply to your company and why.
- Have the Company Owner sign and notarize the [sworn affidavit](#). Click here to download the affidavit.
- Recertification fee made payable to your assigned RPO.
- Mail your paperwork to the address listed in your e-mail using Certified mail, UPS or FedEx to your assigned Regional Partner Organization. **NOTE: No documents should be mailed to WBENC.**

When your Recertification packet has been received, the Company Owner and Contact listed in your company's profile will receive an automated e-mail notification. Notifications will continue to be sent as the application is processed. These are courtesy e-mails. WBENC does not guarantee delivery of the automated e-mail notifications. If you do not receive an email within 15 business days after your Regional Partner has received your packet, please follow up with your assigned Regional Partner Organization to ensure that the documents are complete.

Questions about your Recertification or online profile information should be directed to your assigned [Regional Partner Organization](#).