



## **Certification FAQ's during COVID-19**

The Certification Unit has received several questions related to COVID-19 and how it will impact certification applications. We've compiled a list of the most commonly asked questions with our responses.

### **Will I still be required to have an on-site visit for my new federal application?**

Yes, an on-site will be required for all federal applications, however, continuing at least through May 30, 2020, the Certification Analyst assigned to review your application will set up a time with you to do a "Virtual" on-site. We will utilize all available technologies, including Skype, FaceTime, Zoom, and Go-To-Meeting to connect with you to conduct the interview process. The Certification Analyst will also ask you to take specific photographs of equipment, office space etc., and upload those to your application documents.

### **Are there any extensions in place for my renewal or annual update applications?**

Yes, we are extending the due date of your renewal or annual update application by 60 days. If your application is due today, for example, we will not issue any letters proposing to decertify the firm for failure to submit an application by 60 days. The online system OMWBE uses will continue to send automated reminders that your application is due; but an extension is in place. Please note that the Certification Unit is prioritizing new applications – your firm remains certified even if your renewal or annual update application date has passed. It may take us up to 6 months to finalize our review. If you have any questions or concerns regarding your status as a certified firm, you may look to our publicly available directory – if you're listed, you're certified.

<https://omwbe.wa.gov/directory-certified-firms>

### **Are there extensions for responding to requests for additional information (AI)?**

Yes, your Certification Analyst will work with you to make sure you have enough time to gather any necessary information. We will issue an extension letter on new federal applications if we cannot complete our review within 90 days. Typically this extension letter allows us an additional 60 days to complete the review of your application, but we are extending this to 90 days.

### **Are you waiving filing fees?**

At this time, we are not waiving filing fees. OMWBE relies on these fees to fund the certification program. The initial filing fee allows for the processing of your new application, and, if certified, another fee is not due for three years.

### **Can I talk to someone directly?**

Always! The Certification Unit is fully teleworking, please call our mainline at 360-664-9750 and leave a message – we strive to return all calls within an hour. You may also email us at

[technicalassistance@omwbe.wa.gov](mailto:technicalassistance@omwbe.wa.gov).