

IAQA 11TH ANNUAL MEETING & EXPOSITION

June 12-14, 2008 • Tampa Convention Center • Tampa, Florida

Becoming Certified as a Woman-Owned Business by the Women's Business Enterprise National Council (WBENC)



Presented by: Woodie Sayles, President
Webfoot.Net



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Certification Benefits

GENERAL BENEFITS

- Marketing advantage over other non-certified businesses
- Help level the playing field in the male-dominated business world
- Network with other woman business owners

WBENC BENEFITS

- National recognition by thousands of major U.S. corporations and several public agencies as a certified WBE
- Eligibility to exhibit at WBENC's national business conference.



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- Automatic inclusion in WBENCLink, WBENC's Internet database of certified WBEs, which is accessible by WBENC's corporate members and other certified WBEs across the country.
- Access to a current list of supplier diversity and procurement executives at thousands of major U.S. corporations and other entities that accept WBENC certification.
- Use of the WBENC member seal on your marketing materials, which identifies your women's business enterprise as certified through WBENC's national network.
- Eligibility to receive sourcing opportunities through WEBuy (WBENC's e-mail opportunity network).
- Eligibility to participate in WBENC-discuss (WBENC's e-mail information network).







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Official WBE Seal of the WBENC





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The Power of Progress



June 23 – 26, 2008
 Atlanta, Georgia
 The Georgia World Congress Center
 Hyatt Regency Atlanta
 Sheraton Atlanta Hotel

The Women's Business Enterprise National Council's (WBENC) national conference and business fair is the largest event of its kind in the nation for women's business enterprises. WBENC is dedicated to bringing America's corporate, non profit and federal government buyers face-to-face with America's women-owned business suppliers. Join us as we celebrate WBENC's power of progress!



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Women in Business 2008: The Power of Progress
250 Attendees Max!


What? LiveMeeting - an informational web cast on tips for promoting and growing your business at the WIB2008: The Power of Progress
Where? Log in by clicking the link below:
AND Call 866-999-9999 and give the Operator your First and Last Name.
Who?



Linda Denny
President & CEO, WBENC



Nancy Michaels
GrowYourBusinessNetwork.com



Michelle Johnson
Director, Supplier Diversity,
The Home Depot

When? June 10th at 2:00pm EST
Don't Miss Your Chance to Build Your Own Progress with the Top Business Minds in the Country!



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Criteria for Certification:

- A company must be at least 51% owned and **controlled** by a woman or group of women.
- Must be a U.S. citizen or legal resident alien
- Principal place of business must be in the U.S. or territories



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Application Process Steps

Step 1:

- Gather the required documentation.



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Application Process Steps

Step 2:

- Register online at www.wbenc.org.
- Complete and submit the online application, which is good for 90 days.



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Application Process Steps

Step 3:

- Mail the required documents and application fee to your assigned program manager within 90 days from submitting the online application.



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Certification Process Steps

Step 1:

- Program Manager receives the application packet.
 - If complete, the owner and contact person will receive an email telling them the file is complete.
 - If the file is missing documents, the owner and contact will receive an email requesting additional information.



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Step 2:

- Certification Committee reviews application file.

Step 3:

- Site visit is arranged with the owner.



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Step 4:

- **Final Determination by Certification Committee**
 - If certification is granted, the owner and contact on file will receive an email telling them the company has been granted certification.
 - If certification is denied, the owner will receive a certified letter and may appeal the decision.
 - Total process can take up to 90 days.



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Required Documentation General Information

- Printed copy of your WBENC Application
- History of Business—(How it started to where you are now)
- Professional and business license(s) (If applicable)
- Resumes of owners, board of directors and key management team
- Copy of bank signature authorization card or corporate resolution
- Trust agreement(s), if applicable
- Sworn affidavit - signed and notarized



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Required Documentation Owner Eligibility

- Evidence of gender for woman (women) owner(s)
- Evidence of U.S. citizenship



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Required Documentation Financial Structuring

- Financial statements (P&L and Balance Sheet)
- Debt instruments
- Equipment rental and purchase agreements
- Real estate leases
- Three years complete income tax returns



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Required Documentation Management Information

- Management/consulting agreements (agreements that influence the management and/or operations of the Applicant company)
- Service agreements (agreements that influence the day-to-day operations, including the production and/or distribution of the Applicant's product or service)
- Affiliate/subsidiary agreements



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Required Documentation Personnel

- List of all full-/part-time employees
- Itemized employee payroll for the month prior to submitting this application
- W-2s and/or 1099 forms from every officer, director or owner receiving compensation from the company



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Required Documentation

Legal Structure

- Articles of organization
- Certificate of organization (for businesses in states that issue certificates)
- LLC Regulations and/or Operating Agreement and/or Member Agreement
- Member List with Titles
- Proof of Equity Investment for Woman (Women) Owner(s)
- Schedule of advances made to LLC by members for the preceding three years



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For more information:

- Visit the WBENC web site at:

www.wbenc.org





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Questions and Answers

Thank you.

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