

Office of Access and Opportunity Contractor Certification

January 3, 2020

DCMS Tip Sheet

Volume 1 Edition 13

Happy New Year from DCAMM Contractor Certification!

Have you wondered what the difference is between a submitted and received application? This Tip Sheet will help to clear that up.

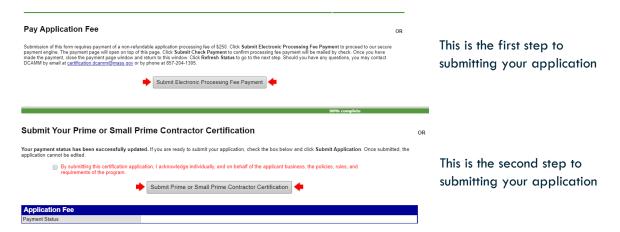
Difference between Submitted and Received Applications

Submit and Receive are Separate Steps in The Application Process

Application are submitted in two steps:

- 1) You submit your application fee, then
- 2) You submit your application

Both steps <u>must</u> be completed for your application to be visible for review. When you have done this successfully, you will receive a system generated email confirming your application's submission.



Your submitted application will go through the initial Intake Review.

During this time, your documents are reviewed for the following:

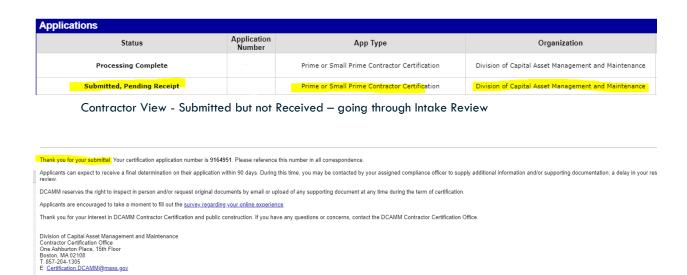
- 1. To see if information is missing or has gone stale (older than 30 days)
- 2. To ensure the correct CPA financials are attached
- 3. To Ensure the correct fee was paid based on your gross revenues
 - a. If the incorrect fee was paid the additional payment will have to be made via check or money order and mailed to DCAMM

If your application is returned to you during the intake review, it must be resubmitted with the required information as soon as possible. Until then, your application will not be assigned to a compliance officer.

(This is a repeat of second step to submitting your application)



Certification View - Submitted but not Received - at this point, we are not able to access your application



Application accepted by Intake Review and was Received

Once the Intake Review is complete, your application will be **received** and assigned to a Compliance Officer.

 You will receive an email with your Compliance Officer's contact information (your Compliance Officer is your point of contact for application inquiries)

View and Print Prime or Small Prime Contractor Certification For Your Records



Certification View - Application Received and assigned to a compliance officer

If you have any questions do not hesitate to contact Certification at 857-204-1305 or certification.DCAMM@mass.gov.

If you would like to be added to our Email List click here

Reminder: Applications are due 90 days prior to expiration for the current certificate