

DCMS Tip Sheet

February 19, 2021

Volume 2 Edition 2

Greetings from DCAMM Contractor Certification!

There are more questions being asked regarding our new online application and we will use this platform to share information about the system features and the Certification Office.

This Tip Sheet will discuss how to extend the deletion date of your application.

Extend the Deletion Date of Your Incomplete Application

Did you know that you can extend your incomplete application by one week if you have not completed and submitted it by the deletion date? You will only be able to extend an application eight (8) times.

CURRENT STATUS	Incomplete
APPLICATION NUMBER	2503768
DATE FOR DELETION	5/18/2021 (Extend)

This will not extend your Certificate of Eligibility or your application due date (new or renewal). The extension will only stop your application from being deleted from the system. Once the application is deleted there is no way to retrieve it you will have to start over.

Any topics you would like us to cover, let us know.

Stay tuned for the next installment...

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