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DCMS Tip Sheet

Greetings from DCAMM Contractor Certification!

This Tip Sheet addresses a common question about the Extend feature in the Online Application, what it does, and what it does not do.

What does the Extend Feature in the Online Application do?

Once you create an application in the online system you must submit it within 90 days or the system will automatically delete the application, the work you have done, and the documents attached. Once deleted, the information is irretrievable. If you are coming up on the Date of Deletion you can press Extend which will add one week to application deletion date. You can extend up to four times, if needed.

Prime or Small Prime Contractor Certification Information

TYPE	Prime or Small Prime Contractor Certification
CERTIFYING AGENCY	Division of Capital Asset Management and Maintenance
BUSINESS NAME	Red & Black Dobie Concrete
CURRENT STATUS	Incomplete
APPLICATION NUMBER	3282894
DATE FOR DELETION	11/20/2022 Extend
CONTACT PERSON	Peggy Sue Construction (Add user not on list)

This is the assigned user for this Prime or Small Prime Contractor Certification. To ensure security of the record, only YOU have a the Utilities tab and adding a user to the Access List.

Kindly Note: The Extend feature is only to keep your application alive in the system. It **does not** extend your Renewal Date to apply, nor does it extend the expiration date on your current Certificate. The Renewal Date is determined by the expiration date on your Certificate of Eligibility. You must submit your application 90 days in advance of that date. Your renewal date can be found under your Current Certifications noted in **Red**.

Current Certifications			
Type	Action	Effective	Renewal
SBC	Renewal	1/26/2022	10/27/2022 (End: 1/25/2023)

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