

Commonwealth of Massachusetts  
**Division of Capital Asset  
Management & Maintenance**



# DCMS Tip Sheet

Office of Access and Opportunity  
Contractor Certification

August 11, 2023

Volume 4 Edition 6

## Greetings from DCAMM Contractor Certification!

### Application Processing Time When Does it Start?

#### **Submitting a timely application is crucial**

Submitting a timely application is crucial to avoiding a lapse in your contractor certification. Although we always strive to process applications as quickly as possible, the processing time frame is 60 to 90 days. This is why a timely application is due three months prior to the expiration of your current certificate. Significant time is built in to ensure any issues can be resolved and enough reliable evaluations are obtained to maintain all your desired Categories of Work.

So when does the processing clock start ticking on your application? Let's discuss.

**When does the processing clock start ticking on your application? Let's discuss.**

## What Triggers the Processing Clock on your DCAMM Application?

There are some misconceptions about when the 60-to-90-day processing clock starts to tick on a DCAMM application. One misconception is that the clock starts as soon as you log in and begin working on your application. This is not the case. It is also not the case that the processing time begins once you hit the submit button and forward your application and fee to DCAMM for processing.

Applications must be completed, submitted **and received (accepted)** by DCAMM for processing. Once DCAMM accepts your application for processing the clock begins on the time to review your application. If it is going to take some time for you to start and complete your application, you must build that time in so your application can be submitted and received by DCAMM 90 days prior to the expiration of your current certificate. Keep in mind that to avoid stale information, applications may not be submitted any sooner than 120 days (4 months) prior to the expiration of your current certificate. You essentially have a one-month window to get your timely application in.

## When Will DCAMM Receive an Application for Processing?

Once an application and fee are submitted to DCAMM, a cursory review of the application is done by our Intake Coordinator to make sure the application is complete enough that it can be accepted for processing. Applications are checked for the following:

- Application not submitted too early
- Application type is correct
- Current CPA-prepared financials are attached
- Current DUA Certificate is attached
- Projects table has been updated

If there are any issues with the cursory review the Intake Coordinator will return the application to the applicant for corrections. Once the corrections are made then the application will need to be resubmitted. You do not need to pay an additional fee. Once the Intake Coordinator deems the application is complete enough to be processed, the application will be accepted and assigned to a Compliance Officer for a full review. You will receive an email confirmation that your application has been accepted and it will include the name and contact information of the Compliance Officer processing your application.

Applications are typically reviewed within 2-3 business days after submission to the Intake queue.

**Reminder:**

Applications are due three months prior to the expiration of the current certificate

**Questions or concerns?**

You can reach us at (857) 204-1305 (Office direct dial)  
or Email us at [certification.dcammm@mass.gov](mailto:certification.dcammm@mass.gov)

**Stay Connected with DCAMM:****SUBSCRIBER SERVICES:**

[Manage Subscriptions](#) | [Unsubscribe All](#) | [Help](#)

This service is provided to you at no charge by the  
Commonwealth of Massachusetts  
Division of Capital Asset Management and Maintenance in partnership with  
Administration and Finance Office of Information Technology.