

## Frequently Asked Questions

### Certificate of Compliance

#### When do I need to submit a Certificate of Compliance?

1. 10 working days prior to the expiration date printed on your certificate letter.
2. Ohio Administrative Code 123:2-11-01: When bidding on state and state assisted construction contracts pursuant to Chapter 153. of the Revised Code by a owner referred to section 153.01 of the Revised Code or awarded by the director of the department of transportation pursuant to Chapter 5525. of the Revised Code must apply for a certificate of compliance to the state equal opportunity coordinator.

#### How long will it take to process my Certificate of Compliance application?

*Approximately 10 working days after the receipt of the application.*

#### Will your office notify my company when our Certificate of Compliance expires?

No.

#### When will my certificate expire?

*180 days from the date the certificate is issued by our office.*

#### How can I get a copy of my current Certificate of Compliance?

*[Click here](http://odnapps01.odn.state.oh.us/das-eod/eodbmsweb.nsf/State%20of%20Ohio%20Approved%20Certificate%20of%20Compliance?OpenView) (http://odnapps01.odn.state.oh.us/das-eod/eodbmsweb.nsf/State%20of%20Ohio%20Approved%20Certificate%20of%20Compliance?OpenView) and search by the company's federal tax identification number (FTID #) or the company's name. Open the document, file and print.*

#### Can I mail or fax my Certificate of Compliance application to the Equal Opportunity Division?

*The Equal Opportunity Division is requesting our customers to electronically submit all forms through our website. In the event a customer does not have access to the internet they can submit an application either by mail or fax. **Note:** Customers without Internet access can utilize any local public library to submit forms online.*