



## Supporting Documentation Checklist | Professionals

The purpose of the streamlined certification process is to cut government “red tape” and reduce time to certify certain licensed professionals into either the Minority Business Enterprise (MBE) or Encouraging Diversity, Growth and Equity (EDGE) programs. To utilize the professional certification process, the applicant must be a *sole proprietor* and employed as one of the following:

- Accountants
- Anesthesiologists and Nurse Anesthetists
- Architects
- Attorneys
- Chemical Dependency Therapists
- Chiropractors
- Counselors, Social Workers, and Marriage and Family Therapists
- Dentists and Dental Hygienists
- Engineers
- Midwives
- Nurses and Nurse Practitioners
- Occupational and Physical Therapists
- Optometrists
- Pharmacists
- Physician Assistants
- Physicians
- Psychologists and Psychiatrists
- Speech-Language Pathologists and Audiologists
- Teachers
- Veterinarians

To apply via this process, an applicant must (a) complete an online Unified Application through the Ohio Business Gateway ([obg.ohio.gov](http://obg.ohio.gov)); (b) complete an affidavit of eligibility, which can be found online at [mbe.ohio.gov](http://mbe.ohio.gov) and [edge.ohio.gov](http://edge.ohio.gov), and (c) email the completed affidavit to [das-eod.bccu@das.ohio.gov](mailto:das-eod.bccu@das.ohio.gov).

Please note that applications submitted as a part of the streamlined certification process are subject to an on-site review, including a review of each of the documents listed below, by state compliance officers.

### To apply, the following supporting documents are required:

- At least one of the following:
  - Birth Certificate
  - Passport
  - Certificate of Naturalization
- Affidavit
- Professional license(s)
- Owner’s resume

The applicant may submit the following documents to EOD or elect to have the following information reviewed in person in lieu of submission:

- Most recent year’s Ohio IT 1040 or IT1040EZ
- Form 1040, 1040A or 1040EZ for the last two tax years for the business owner
- Schedules C or C-EZ and E (if applicable)

Upon approval of the application, the company may receive its certification by email. Review takes an average of 19 days.

For additional information, contact the Equal Opportunity Division at 614-466-8380.