

Frequently Asked Questions

Minority Business Enterprise (MBE) Program

What are the requirements for Minority Business Enterprise (MBE) certification?

The company must be owned and controlled at least 51% by US citizen(s) and resident(s) of Ohio, belonging to one of the following ethnic groups: Blacks, American Indians, Hispanics or Asians. The firm must have been operational at least one year prior to applying for certification.

How is an owner's ethnic background determined?

By birth certificate (if race is indicated, or parents' birth certificates if race is indicated), tribal role numbers assigned by the Bureau of Indian Affairs, and/or Race Affidavit.

How do individual firms receive an MBE certification application?

All applications are required to be completed online at www.mbe.ohio.gov.

How are certified MBEs classified?

Firms are divided into the following categories: construction or supplies/services or both classifications.

How long does it take to receive certification once a firm sends in the application?

If an applicant meets the requirements and provides the necessary documentation, processing takes approximately 30 days. Incomplete applications and/or missing documents will result in delays.

What does the certification process entail?

- a. Complete an application online at www.mbe.ohio.gov.
- b. Provide tax records, proof of race for all minorities, articles of incorporation, corporate by-laws, stock certificates, partnership agreements, and resumes.
- c. You will receive a notice of deficiency letter if your application is not complete.
- d. New applications and applications for recertification are subject to on-site review by state compliance officers.
- e. Recommendations are then made to the EOD Program Manager for approval or disapproval of the application.
- f. Upon application approval, the company receives a Minority Business Enterprise certification.

What does the re-certification process entail?

MBE firms are required to apply for recertification biannually. If your company has not had an on-site review by this office within the last 5 years, you may be subject to a complete audit. If your company is selected for an onsite review, you will be contacted shortly by a compliance office to make arrangement for the review. Recertification email notice will be sent six weeks prior to the month in which the certification will expire.