

2021 Application Instructions

When to Apply: Applications must be submitted by March 31, 2021

How to Submit: Email completed application in .pdf form, with application appearing first followed by all supporting documentation, to the CEIO Certification Committee, c/o Connor Crews, UNC School of Government, c crews@sog.unc.edu with a copy e-mail to ceio@mwbecoordinators.org.

Application Fee: The application fee is \$75.00. Payment should be submitted by credit card or check. **If paying by credit card, please pay via PayPal at www.mwbecoordinators.org and include a copy of the receipt in your completed application documents.** If paying by check, please fill out the voucher included in the application form and submit with completed application. An invoice will be emailed to you.

Completing the Application:

****If applying to take the CEIO examination prior to obtaining all required certification points and 2 years of professional experience, complete the CEIO Examination-Only application.**

- A. **Applicant Information:** Complete all required information fields.
- B. **Core Courses:** List the dates on which all core courses were taken and one NCCN Conference was attended. NCCN Conference verification of attendance may be obtained by contacting the NCCN Secretary at secretary@mwbecoordinators.org. To document completion of School of Government ("SOG") core courses, attach copies of course completion certificates provided by the SOG at the end of each course. Note that because an SOG transcript only documents registration for a course but does not verify completion, a SOG transcript should not be submitted in lieu of a course completion certificates for each course). After completion of the "Minority Participation Programs and Public Contracting Course" at the School of Government (to be offered on March 25-26, 2021).
- C. **NCCN Member in Good Standing:** Check the box (yes or no) which indicates your current NCCN membership status. You **MUST** be a member in good standing of NCCN at the time that your application is submitted to be eligible for certification. You may join/renew your membership online prior to submission at www.mwbecoordinators.org.
- D. **CEIO Examination:** The SOG anticipates that the first CEIO Examination will be administered on April 24, 2021. Please confirm that you are available to take this examination on this date.
- E. **Professional Experience:** Include with the application verification by employer(s) of a minimum of two years' experience in the Public Supplier Diversity Profession. The Public Supplier Diversity Profession includes (i) employment by a political subdivision or other public body at the local, state, or federal levels in the United States in a position reasonably related to the public supplier diversity profession (including,

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without limitation, a purchasing officer, project manager, MWBE coordinator, DEI professional, or diversity professional), and (ii) employment by a private entity in a position directly related to sales of personal property, services, or construction and repair services to a political subdivision or other public body at the local, state, or federal levels in the United States and reasonably related to the promotion of diversity in connection with such sales.

F. Certification Points:

- A total of 100 certification points is required. Points may be earned in three categories: professional education, higher education degree, and service to NCCN. Points earned in excess of the 100 points required for initial certification shall not be credited for a subsequent recertification cycle. The committee reserves the right to determine whether the items listed by an applicant shall be credited towards an applicant's required certification points.
- Refer to the CEIO Certification Manual for detailed information on what courses and activities are eligible for credit. The CEIO Certification Manual can be viewed on the website at www.mwbecoordinators.gov.
- Application MUST include documentation verifying attendance for EACH professional education course/seminar for which you seek credit. Documentation must show the number of hours of classroom instruction (excluding breaks, lunch, and other non-instructional activities).
- If credit is sought for higher education degree, include proof of degree award (such as copy of diploma or transcripts).
- List points total for each category (professional education, higher education degree, and NCCN service) and add together for total certification points.

THE AWARD OF CERTIFICATION IS MADE IN THE SOLE DISCRETION OF THE NCCN CERTIFICATION COMMITTEE. THE COMMITTEE RESERVES THE RIGHT TO AWARD OR DENY CREDIT FOR CERTIFICATION POINTS OR OTHER CERTIFICATION REQUIREMENTS.

IT IS THE SOLE RESPONSIBILITY OF EACH APPLICANT TO SUBMIT A COMPLETE AND WELL-ORGANIZED APPLICATION DEMONSTRATING THE PROFESSIONAL COMPETENCE WORTHY OF CEIO CERTIFICATION. THE COMMITTEE RESERVES THE RIGHT TO REJECT ANY APPLICATION THAT IS SUBMITTED WITHOUT COMPLETE SUPPORTING DOCUMENTATION AS DESCRIBED ABOVE AND DETAILED MORE FULLY IN THE CEIO CERTIFICATION MANUAL. APPLICANTS SHOULD FULLY REVIEW THE CEIO CERTIFICATION MANUAL AT WWW.MWBECOORDINATORS.ORG.

A. Applicant Information

Applicant's Name: _____ Date: _____
 Employer: _____ Telephone: _____
 Address: _____
 City: _____ Zip: _____
 Email: _____

B. Core Courses *(attach completion certificates)*

Dates Taken

Basic Principles of Local Government Purchasing	_____
Contracting for Construction and Design Services	_____
Minority Participation and Public Contracting	_____
NCCN Annual Professional Development Conference	_____

C. NCCN Member in Good Standing: Yes No

D. Confirm that you are available to take the CEIO Written Examination on April 24, 2021.

Yes No

E. Professional Experience *(attach verification from employer(s))*

F. Certification Points *(100 points required)*

1. Professional Education: *(provide detailed listing on next page)*

- (1) MWBE / HUB Program Development and Administration: Total Points _____ 25 points minimum required)
- (2) Compliance: Total Points _____ (25 points minimum required)
- (3) Communication and Advocacy: Total Points _____ (10 points minimum required)
- (4) Economic Development: Total Points _____ (10 points minimum required)

Total Professional Education: _____ pts

2. Higher Education Degree: *(maximum of 10 points)*

College/University: _____
 Bachelor's degree: _____ Date awarded: _____
 Master's degree: _____ Date awarded: _____

Total Higher Education Degree: _____ pts

3. Service to NCCN: *(maximum of 5 points)*

Board of Directors:
 Years served _____ @ 1 point/yr. _____ pts

Committee Service:



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Committee Chair _____ year _____ @ 1 point ea. _____ pts
Committee member _____ year _____ @ ½ point ea. _____ pts

Instructor:

Course (s) _____ year _____ @ 1 point ea. _____ pts
Course (s) _____ year _____ @ 1 point ea. _____ pts

Total NCCN Service: _____ pts

Total Certification Points: _____ pts

Professional Education Detail

MWBE / HUB/ DBE Program Development and Administration:

Seminar/Class Title*	Date(s) Taken	Hours of Classroom Instruction	Points**
Total Points			

Compliance:

Seminar/Class Title*	Date(s) Taken	Hours of Classroom Instruction	Points**
Total Points			

Communication and Advocacy:

Seminar/Class Title*	Date(s) Taken	Hours of Classroom Instruction	Points**
Total Points			

Economic Development:

Seminar/Class Title*	Date(s) Taken	Hours of Classroom Instruction	Points**
Total Points			

Use additional sheet if needed

*Attach documentation for each seminar/class listed showing verification of attendance and number of hours of classroom instruction.

**1 hour of professional education instruction = 1 point

Payment Verification and Request Form

Name:

Company:

Email:

Payment Verification & Request (please check one)

I have paid the \$75 application fee by credit card and a copy of my receipt is attached to the application.

I request an invoice to pay by check due upon receipt.

Please make checks payable to: NC MWBE Coordinators' Network | Post Office Box 1856| Raleigh, NC 27602.

***All payments made online will incur a processing fee.**