



Women's Business Enterprise (WBE) Recertification Guide

1. Recertification Cycle Overview

WECconnect International follows a **three-year renewal cycle** for WBE certification. During each renewal cycle, certified businesses must:

- Confirm that **no material changes** have occurred since the last certification.
- Submit **updated documents** when applicable.
- Complete a **renewal interview** with the woman business owner(s).

The purpose of the renewal review is to ensure that the company continues to meet **global standards** for women's ownership, management, and control.

2. How to Begin the Recertification Process

Recertification begins through the Ariba application.

Access Your Application and update your application information [here](#). Once logged in: Click **Revise Response** to begin your recertification.

Before submitting the recertification application, **you must pay the recertification fee** as listed in the [fee schedule](#). **Upload a copy of the payment receipt under Additional Documents.**

3. High-Level Steps to Recertify

Step 1 — Review and Update Company Information

Update all relevant sections within the Ariba application, including:

- Business legal name, headquarters, and contact details
- Ownership structure and percentages
- Board of directors and key management roles
- Operational information
- Uploads of governing documents, if changed

Step 2 — Upload Documentation

Depending on changes since your previous certification, you may need to upload updated documents. These may include:

- Current share certificates or cap table
- Articles of incorporation (or amended versions)
- Operating agreement, bylaws, shareholder agreements

- Trust documents (if shares held via trust)
 - Bank mandate/signatory letters; powers of attorney (if needed)
- Proof of identification for woman owner(s)
- Updated financials
 - Recent tax returns
 - Balance sheet or Profit and loss statement
- Organizational chart and management roster
- Board/committee rosters and minutes showing appointments/resignations
- Amended governance documents; reserved-matters lists
- Management/franchise/licensing/loan agreements (with covenants as applicable)
- Articles of Amendment (if filed for governance changes)
- Latest BOI Report (if required)
- Bank Authorization

Step 3 — Complete the Renewal Interview

A 30–45-minute virtual interview with the woman business owner(s) is required during each renewal cycle. This interview is used to:

- Verify ownership and control remain unchanged
- Confirm major business functions are woman-led
- Review any updated documents or organizational changes

Step 4 — Certification Review

After the interview and submission of required materials:

- The file is assigned to a Certification Assessor
- **The Certification Manager issues a renewal decision**

Step 5 — Receive Your Updated Certification

If approved, your WBE certification is renewed for another **three-year period**. Your updated certificate will be emailed to you.

4. What Information Should Be Updated?

You must update any information that has changed since your last certification, including:

- Change in ownership percentages
- Changes to voting rights or share classes
- Changes in directors, officers, or control structure
- Changes in governing documents
- Updates to business operations or headquarters location
- Name changes or mergers/acquisitions
- Financial documentation

5. Documents Required for Recertification

Below is a consolidated checklist of documents that may need to be uploaded:

Ownership Documents

- Updated shareholder registry or share register
- Current share certificates
- Amended articles or corporate resolutions (if applicable)

Governance & Control Documents

- Updated bylaws, operating agreements, or partnership agreements
- Trust deeds (if applicable)
- Any amendments related to decision-making authority

Supporting Documents

- Proof of woman owner identity
- Organizational charts
- Updated financial documentation
- **Receipt of recertification fee payment** (uploaded under Additional Documents)

6. Renewal Interview Overview

A renewal interview is required for **every recertification cycle**. During the interview, the Assessor will:

- Confirm that the woman owner maintains **day-to-day operational control**
- Confirm that the woman owner maintains **strategic control** and **governing authority**
- Review company structure and any recent updates

If documents indicate potential changes, additional clarifying questions may be asked.

7. Helpful Reminders

- You may begin updating your profile at any time.
- Incomplete renewals may delay the certification decision.
- If material changes have occurred, you may be asked to provide additional supporting documentation.
- All certified WBEs must complete this process every three years to maintain active status.

8. Need Assistance?

If you have questions or require support during your recertification process, contact the Certification Team: registration@weconnectinternational.org