



U.S. Small Business  
Administration

# **SBA's Veteran Small Business Certification Program (VetCert)** *for Federal Government Contracting*

*Presented by*

**Shanda Harris**

*SBA Columbus District Office*

[shanda.harris@sba.gov](mailto:shanda.harris@sba.gov)

614.427.0481

***APEX Accelerator Veteran Outreach Program***

***Virtual Training Webinar***

***September 20, 2023***

**The SBA works to ignite change and spark action  
so small businesses can confidently...**

**START • GROW • EXPAND • RECOVER**



**SBA Offices in Ohio**

**Columbus District Office**

*Covers **60** of Ohio's 88 Counties*

***Central & Southern Ohio***

**Cleveland District Office**

*Covers **28** remaining Ohio Counties*

***Northeast Ohio***

# Today's Agenda

- VetCert Program Overview
- Policy Highlights – Key Changes
- VetCert Program Eligibility Requirements
- VetCert Application Process Flow
  - Demo Slide - VetCert Portal Landing Page
  - Demo Slide - Registration for VetCert Account through MySBA
  - Demo Slide - VetCert Business Name Search
- Q & A Session
- More Information Points of Contact

# Veteran Small Business Certification Program

The **National Defense Authorization Act of 2021** officially required the Dept. of Veterans Affairs' (VA), **Center for Verification and Evaluation's (CVE)** responsibilities to be:

- Transferred to SBA on **Jan 1, 2023**
- SBA established the **Veteran Small Business Certification Program (VetCert)** - a government-wide certification program.
- The Program's final rule was published to the [Federal Register](#), on Nov 29, 2022
- The Program launched and started accepting applications **Jan 9, 2023** at [Veterans.certify.sba.gov](https://veterans.certify.sba.gov)

# Policy Highlights – Key Changes

- **VA Acquisition** VA's Veterans First contracting authority was not affected. VA continues to implement this policy utilizing SBA's certification program and database for verification purposes as of January 1, 2023.
  - Other federal agencies do not have a mandate or authority to award contracts to VOSBs
- **Certification** SDVOSBs must be certified by SBA to be eligible for sole-source or set aside contracts from any federal agency
  - SDVOSB government-wide goal remains 3%
  - Agencies can still rely on self-certification for goaling purposes
- **VetCert System:** SBA maintains the certification system for VOSBs to apply/reapply) and the search tool (for the public & acquisition professionals)
- **Joint Ventures** SBA does not certify JVs. Managing partner must be SBA certified and request designation of JVs.
- **Reciprocal** VetCert program provides reciprocal certification for businesses with remaining eligibility in the WOSB and 8(a) programs.

## Policy Highlights – Key Changes (cont.)

- **One Year Extension** - Companies that were verified by the VA Center for Verification and Evaluation (VA CVE) prior to January 1, 2023, have automatically received a 1-year extension to their program term (4 years vs 3 years)
- **One Year Grace Period** - Companies may self-certify through 2023, but must also submit an application to SBA for a final determination
- **Certification will not be for a specific NAICS code** - SBA's certification process determines that a business is currently small in at least one NAICS code listed in the firm's SAM.gov profile. To avoid restricting a certified VOSB/SDVOSB's ability to expand its operations into new industries, a firm must only qualify under the size standard corresponding to the NAICS code assigned to a specific contract
- **Final Rule** takes steps to harmonize & simplify definitions of ownership, control, day to day operations, and standard hours across certification programs OHA handles appeals & protests
- **Surplus Property Program** is still open to VOSB & SDVOSB businesses
- **Goaling Credit** For now, agencies will continue to receive SDVOSB goaling credit for awards made to self-certified SDVOSB on non-SDVOSB set aside or sole source contracts. The SBA intends to reevaluate self-certification for goaling purposes once this program is launched

# VetCert Program Eligibility Requirements

## *How to Prepare for the Application Process*



### Step 1: Determine Eligibility

- The business owner(s) **MUST** be a **Veteran**, or a **Service-Disabled Veteran** as established in Title [38 CFR Part 74](#) or [eCFR :: 13 CFR Part 128](#).
- Be a **small business** as defined by the **SBA Size Standards chart**, corresponding to at least one **NAICS code** listed in the business's [www.SAM.gov](http://www.SAM.gov) profile.
- No less than **51%** of the business must be **owned and controlled** by one or more veterans.
- For certification as a **SDVOSB**, no less than **51%** of the business must be **owned and controlled** by one or more veterans rated as **service-disabled by VA**.
- For those veterans who are permanently and totally disabled and unable to manage the daily business operations of their business, their business may still qualify for certification as an SDVOSB if their spouse or appointed permanent caregiver is assisting in that management.

### Step 2: Ensure registration in [www.SAM.gov](http://www.SAM.gov) .

The business **MUST** be registered in **SAM.gov** to move forward.

**Step 3: Gather required documentation before beginning the application.**  
A [fact sheet](#) listing required documentation is available at [sba.gov/vetcert](http://sba.gov/vetcert).



# SAM.gov | Home

**SAM.GOV®**

Official U.S. Government Website  
100% Free

**The Official U.S. Government System for:**

- Contract Opportunities**  
(was fbo.gov)
- Contract Data**  
(Reports ONLY from fpds.gov)
- Wage Determinations**  
(was wdol.gov)
- Federal Hierarchy**  
Departments and Subtiers
- Assistance Listings**  
(was cfda.gov)
- Entity Information**  
Entities, Disaster Response Registry, Exclusions, and Responsibility/Qualification (was fapiis.gov) **NEW**
- Entity Reporting**  
SCR and Bio-Preferred Reporting

**Register Your Entity or Get a Unique Entity ID**

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

**Get Started**

**Renew Entity**

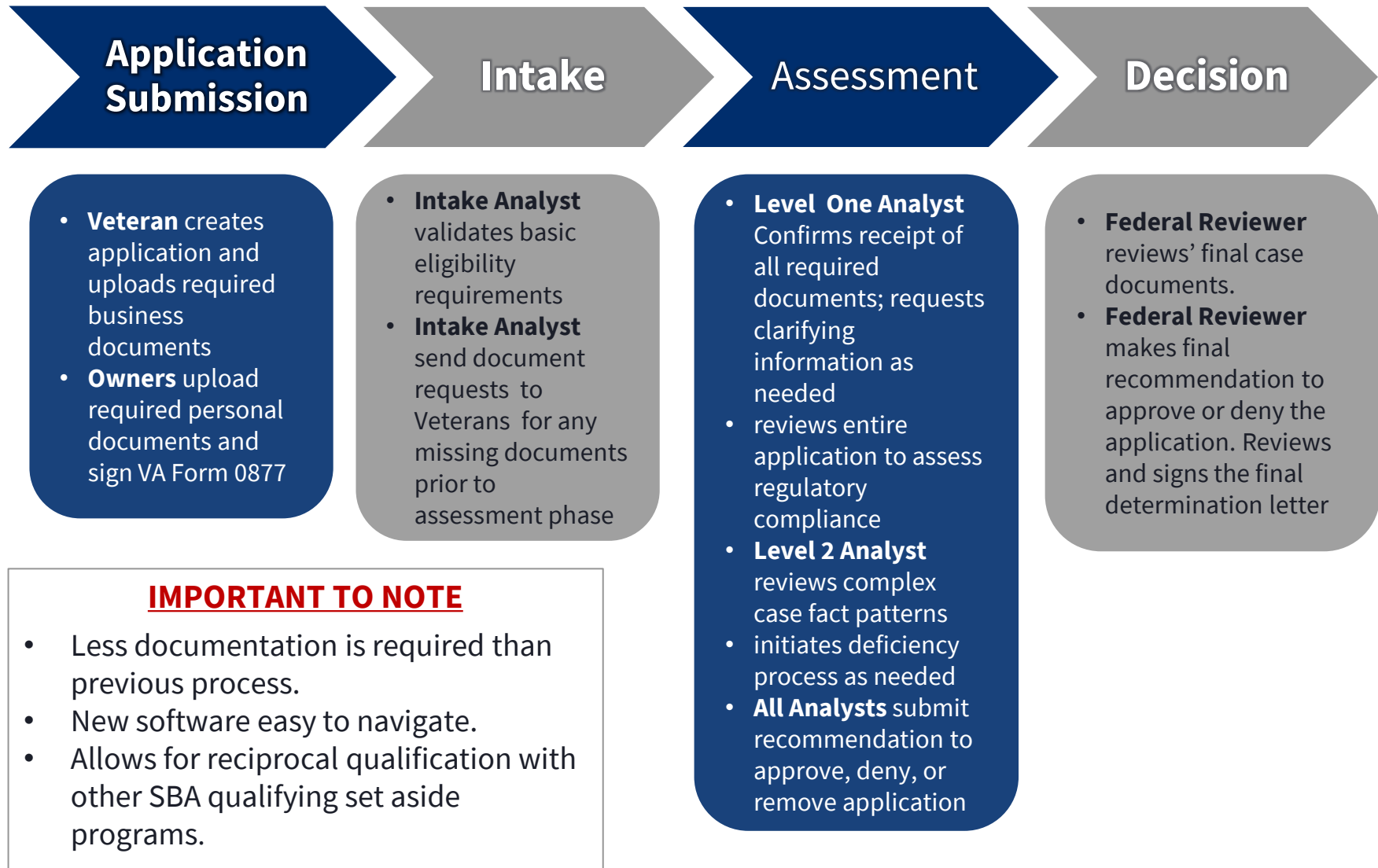
**Check Entity Status**

Already know what you want to find?

Select Domain... ▼ e.g. 1606N020Q02

Click **“Get Started”** and follow prompts to create a SAM account.

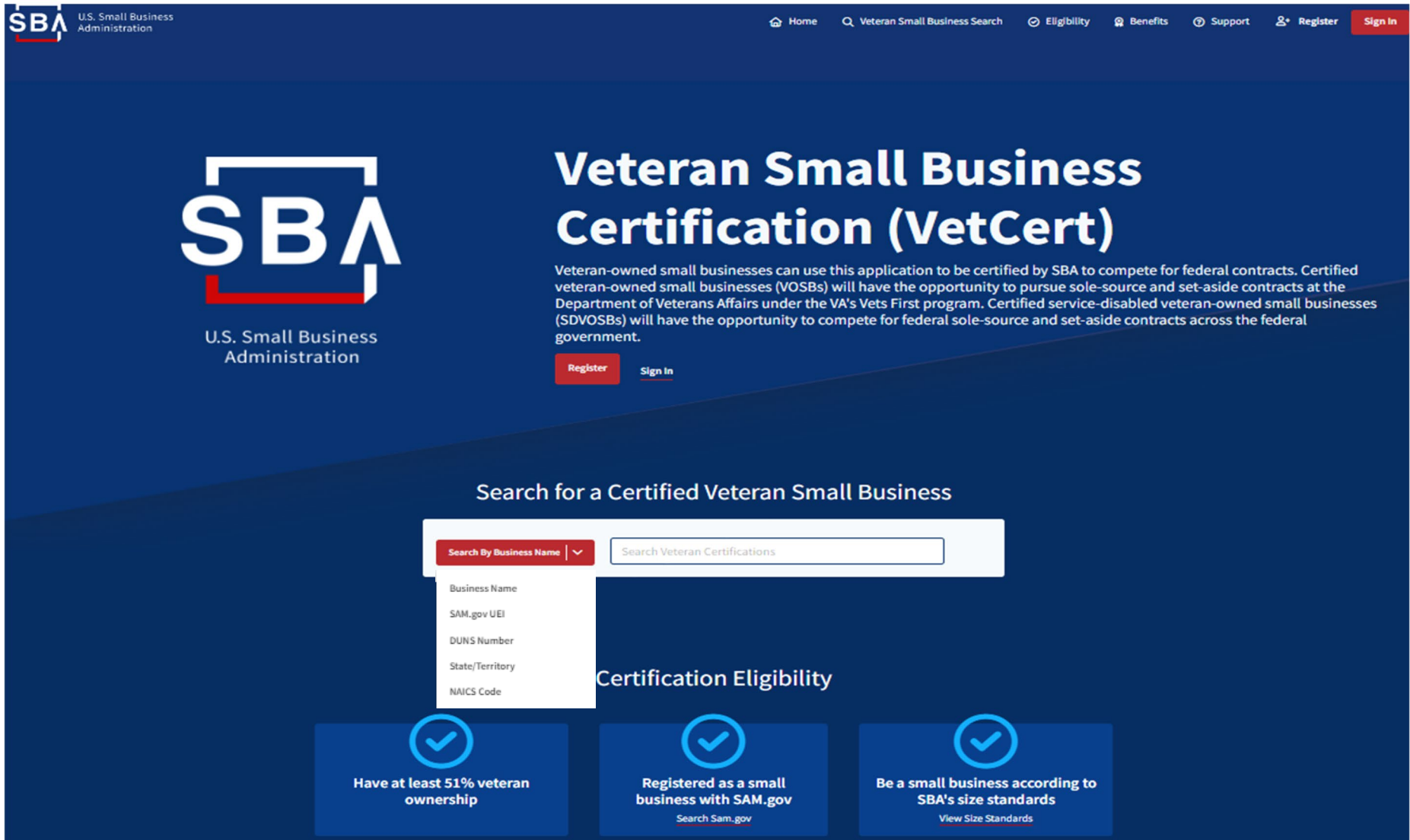
# VetCert Application Process Flow



# MySBA Account Instructions

- To prepare for certification you will need access to the VetCert portal which requires an **SBA user profile through MySBA**. If you already have a **MySBA account** (i.e., COVID-19 EIDL, or SBA 7(a) loans, etc.), you may **login with your existing credentials** to access VetCert and confirm your business information.
- If you **do not have** an account, please follow these instructions to create a profile:
  1. Go to <https://veterans.certify.sba.gov/>; **\*(VetCert Landing Page)\***
  2. Click Register;
  3. Enter your personal details to create an account;
  4. If registering as a **Veteran**, please **use the home address associated with the U.S. Department of Veterans Affairs (VA)**; and
  5. Login to your VetCert profile and confirm your business information.

# VetCert Landing Page



The screenshot shows the VetCert landing page with a dark blue header and main content area. The SBA logo is in the top left, and navigation links are in the top right. The main heading is 'Veteran Small Business Certification (VetCert)'. Below it is a paragraph explaining the certification process. There are 'Register' and 'Sign In' buttons. A search section titled 'Search for a Certified Veteran Small Business' has a dropdown menu with options: Business Name, SAM.gov UEI, DUNS Number, State/Territory, and NAICS Code. The 'Certification Eligibility' section has three criteria, each with a checkmark icon and a link.

**SBA** U.S. Small Business Administration

Home Veteran Small Business Search Eligibility Benefits Support Register Sign In

## Veteran Small Business Certification (VetCert)

Veteran-owned small businesses can use this application to be certified by SBA to compete for federal contracts. Certified veteran-owned small businesses (VOSBs) will have the opportunity to pursue sole-source and set-aside contracts at the Department of Veterans Affairs under the VA's Vets First program. Certified service-disabled veteran-owned small businesses (SDVOSBs) will have the opportunity to compete for federal sole-source and set-aside contracts across the federal government.




[Register](#) [Sign In](#)

### Search for a Certified Veteran Small Business

Search By Business Name | Search Veteran Certifications

- Business Name
- SAM.gov UEI
- DUNS Number
- State/Territory
- NAICS Code

### Certification Eligibility

-  Have at least 51% veteran ownership
-  Registered as a small business with SAM.gov [Search Sam.gov](#)
-  Be a small business according to SBA's size standards [View Size Standards](#)

<https://veterans.certify.sba.gov/>

# Register for VetCert Account

The screenshot shows the VetCert registration page. A yellow arrow points from the 'U.S. Small Business Administration' text to the 'Register' button. Another yellow arrow points from the 'Click Register' text to the 'Register' button in the top navigation bar. A third yellow arrow points from the 'U.S. Small Business Administration' text to the 'Sign In' button.

mySBA Veteran Small Business Certification

Home Veteran Small Business Search Eligibility Benefits Support Register Sign In

## Click Register

# Veteran Small Business Certification (VetCert)

U.S. Small Business Administration

Veteran-owned small businesses can use this application to be certified by SBA to compete for federal contracts. Certified veteran-owned small businesses (VOSBs) will have the opportunity to pursue sole-source and set-aside contracts at the Department of Veterans Affairs under the VA's Vets First program. Certified service-disabled veteran-owned small businesses (SDVOSBs) will have the opportunity to compete for federal sole-source and set-aside contracts across the federal government.

Register Sign In

### Search for a Certified Veteran Small Business

Search By Business Name Search Veteran Certifications

Register: Click [Veteran Small Business Certification \(sba.gov\)](https://veteran-small-business-certification.sba.gov) to access VetCert Portal.

# Register for VetCert Account



## MySBA

### One login for multiple SBA programs

The SBA is dedicated to protecting your data. The steps required to register and sign in are necessary to ensure your information will stay safe with us.

1

### User Sign In Details

Please set up a username and password for your new account.

Phone and Address

Personal Details

Security Questions

## Register an Account

This portal is part of MySBA. MySBA allows users to log in to multiple SBA systems using the same login credentials.



Sign in with your MySBA credentials to continue. If you already have a Capital Access Financial System (CAFS) or Veteran Small Business Certification (VetCert) account, use those credentials to [sign in](#).

First name \*

First Name

Middle name

Middle Name

Last name \*

Last Name

Username \*

User Name

## Create a Password

Passwords must be unique and must contain:

16 Characters 1 A Number 1 Match 1 Uppercase Letter 1 Special Character

1 Lowercase Letter

Password \*

-----

Re-Enter Password \*

-----

Next Step

U.S. Small Business Administration | 409 3rd St, SW. Washington DC 20416 | Tel - [1-833-572-0502](tel:1-833-572-0502)

## 1. Register: User Sign in Details

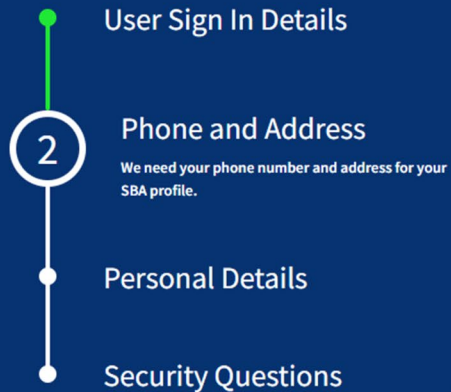
# Register for VetCert Account



## MySBA

### One login for multiple SBA programs

The SBA is dedicated to protecting your data. The steps required to register and sign in are necessary to ensure your information will stay safe with us.



## Register an Account

[Sign in](#)

This portal is part of MySBA. MySBA allows users to log in to multiple SBA systems using the same login credentials.

Home Phone Number \*

Mobile Phone Number \*

Email \*

Confirm Email \*

### Home Address

Country \*

Address \*

City \*

Address Line 2

State \*

Zipcode \*


[Previous](#)[Next Step](#)

U.S. Small Business Administration | 409 3rd St, SW. Washington DC 20416 | Tel - 1-833-572-0502

## 2. Register: Phone and Address



# Register for VetCert Account



## MySBA

One login for multiple SBA programs

The SBA is dedicated to protecting your data. The steps required to register and sign in are necessary to ensure your information will stay safe with us.

3

User Sign In Details

Phone and Address

Personal Details

Security Questions

We need some details to validate your identity, and link to any existing SBA loans.

### Register an Account

[Sign in](#)

This portal is part of MySBA. MySBA allows users to log in to multiple SBA systems using the same login credentials.

#### Personal Details

Your social security number and date of birth are used to verify your identity

Date of Birth \*  
mm/dd/yyyy


Your Social Security Number ? \*  
XXX-XX-XXXX

#### SBA Account

You can view or manage your SBA Loan Accounts on mySBA.

Do you currently have an open SBA loan? \*

☐ Yes ☐ No



Next Step

U.S. Small Business Administration | 409 3rd St, SW. Washington DC 20416 | Tel - 1-833-572-0502

## 3. Register: Personal Details



# VetCert Registration



## MySBA

### One login for multiple SBA programs

The SBA is dedicated to protecting your data. The steps required to register and sign in are necessary to ensure your information will stay safe with us.

User Sign In Details

Phone and Address

Personal Details

4

### Security Questions

Help us secure your private information by setting up three security questions.

## Register an Account

[Sign in](#)

This portal is part of MySBA. MySBA allows users to log in to multiple SBA systems using the same login credentials.

### Security Question 1

Question \*

Answer \*

### Security Question 2

Question \*

Answer \*

### Security Question 3

Question \*

Answer \*


[Previous](#)

[Complete Registration](#)

U.S. Small Business Administration | 409 3rd St, SW. Washington DC 20416 | Tel - [1-833-572-0502](tel:1-833-572-0502)

## 4. Register: Security Questions

# Owner's Dashboard



**Ariel Nerbovig**  
ariel\_veteran

It's important that SBA representatives can reach you. Please ensure your profile information is up to date.

[Edit Profile](#)

**Phone Number** Not Listed

**Email** Ariel.Nerbovig@sba.gov


**Tax ID Number** XXX-XX-1087

**Address** 1501 MOUNTAIN VIEW RD  
Birmingham, AL 35217  
US

[Apply for Certification](#)


**Messages** 1

[Send a Message](#) [View All Messages](#)

 Application Withdrawal  
Mar 30, 2023, 02:47 PM EDT  
Related To: Withdrawal Notification

[Open](#)


**Pending Requests** [View All Pending](#)

 Veteran Owned Small Business Certification

[In Progress](#)

Application Number VSBC-14821285328

Business Name

[Action](#) 

**Application Not Shown?**  
Ask the primary contact on the application to provide you with an invitation code.

**Invitation Code**

[Accept Invitation](#)

**Certifications & Designations**

No current certifications



# VetCert Business Name Search

The screenshot shows the SBA's VetCert application interface. At the top, the SBA logo and navigation links (Home, Veteran Small Business Search, Eligibility, Benefits, Support, Register, Sign In) are visible. The main heading is "Veteran Small Business Certification (VetCert)". Below this, a paragraph explains that veteran-owned small businesses (VOSBs) and service-disabled veteran-owned small businesses (SDVOSBs) can compete for federal contracts. A yellow arrow points to the "Search for a Certified Veteran Small Business" section. This section features a dropdown menu labeled "Search By Business Name" with options: Business Name, SAM.gov UEI, DUNS Number, State/Territory, and NAICS Code. A search input field labeled "Search Veteran Certifications" is also present. Below the search section, the "Certification Eligibility" section lists three requirements, each with a checkmark icon: "Have at least 51% veteran ownership", "Registered as a small business with SAM.gov" (with a link to "Search Sam.gov"), and "Be a small business according to SBA's size standards" (with a link to "View Size Standards").

**SBA** U.S. Small Business Administration

Home Veteran Small Business Search Eligibility Benefits Support Register Sign In

## Veteran Small Business Certification (VetCert)

Veteran-owned small businesses can use this application to be certified by SBA to compete for federal contracts. Certified veteran-owned small businesses (VOSBs) will have the opportunity to pursue sole-source and set-aside contracts at the Department of Veterans Affairs under the VA's Vets First program. Certified service-disabled veteran-owned small businesses (SDVOSBs) will have the opportunity to compete for federal sole-source and set-aside contracts across the federal government.

Register Sign In

### Search for a Certified Veteran Small Business

Search By Business Name ▼ Search Veteran Certifications

- Business Name
- SAM.gov UEI
- DUNS Number
- State/Territory
- NAICS Code

### Certification Eligibility

- ✓ Have at least 51% veteran ownership
- ✓ Registered as a small business with SAM.gov [Search Sam.gov](#)
- ✓ Be a small business according to SBA's size standards [View Size Standards](#)

<https://veterans.certify.sba.gov/>



U.S. Small Business  
Administration

# Questions?

# For More Information

- Visit SBA's website: [www.sba.gov/vetcert](http://www.sba.gov/vetcert)
- Email [vetcert@sba.gov](mailto:vetcert@sba.gov)
- Contact the dedicated toll-free call center: **800-862-8088**
- **Visit** [Frequently Asked Questions](#) on VetCert platform
- SBA DSBS: [SBA - Dynamic Small Business Search](#)
  - A database managed by SBA that helps contracting officers identify small businesses for potential opportunities. It is essentially a search engine that allows contracting officers to find businesses that can do the work and help them meet agency goals.
  - DSBS also lists your SBA Federal Certifications & Certification entrance/exit dates
- APEX Accelerators Advisors: [APEX Accelerators Advisors \(aptac-us.org\)](http://aptac-us.org)
  - Registrations & Certifications
  - Proposal Development
  - Market Research