



# Applying for New Certification with the School District of Palm Beach County

## Step 1: Fill Out the Online Certification Application

- Visit [palmbeachschools.diversitycompliance.com](http://palmbeachschools.diversitycompliance.com) and log in.
- Select “Apply for/Renew Certification” and answer prompted questions.

## Step 2: Confirm Your Certification Status

- When asked if you are currently certified with the School District of Palm Beach County, **select option for NOT certified.**

## Step 3: Select Your Firm’s Domicile

- Click “Your firm is domiciled in Florida.”

## Step 4: Choose Your Certification Type

- Select “Your firm is seeking SBE certification.”

## Step 5: Specify Your Location

- Choose “Your firm is domiciled in Palm Beach, Broward, or Miami-Dade County.”

## Step 6: Declare other Certification

- When asked if you are certified with any other agencies, **select NO.**
- Upon completing these steps, you’ll proceed to the **New SBE Application.** Here, you’ll fill out the following sections to complete:
  - Section 1: Business Profile
  - Section 2: Business Information
  - Section 3: Ownership and Control
  - Section 4: Financial Information and Inventory
  - Document List

## For further assistance, contact:

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561-681-2418

***Certification with the District is not guaranteed and is dependent  
on your firm's eligibility with our program guidelines.***