



Applying for Recertification with the School District of Palm Beach County

NOTE: If you already hold, or have held in the past, an SBE certification with OSBD through the Interlocal Program, **DO NOT** submit a Recertification Application. Please follow the steps to apply for an Interlocal Certification Application instead.

Step 1: Fill Out the Online Certification Application

- Visit 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 YES**.

Step 3: Choose Your Certification Type

- Select "Your firm is seeking SBE certification."

Step 4: Declare other Certification

- Upon completing these steps, you'll proceed to the **Recertification 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:

Timothy Kimball, Certification Analyst,
timothy.kimball@palmbeachschools.org
561-681-2418

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