



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

## **Interlocal Program Certification Agency Partners:**

City of West Palm Beach, Palm Beach County Office of Equal Business Opportunity (OEBO), or Miami-Dade County Public Schools Office of Economic Opportunity.

**Step 1: Request a completed and signed Interlocal Cover Sheet from your certifying agency.** *You will need this information to complete our online application.*

- City of West Palm Beach..... 561-282-1286
- Palm Beach County (OEBO)..... 561-616-6840
- Miami-Dade County Public Schools..... 305-995-1321

## **Step 2: 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 3: 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 4: Select Your Firm's Domicile**

- Click "Your firm is domiciled in Florida."

## **Step 5: Choose Your Certification Type**

- Select "Your firm is seeking SBE certification."

## **Step 6: Specify Your Location**

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

## **Step 7: Declare other Certification**

- When asked if you are certified with any other agencies, **select YES.**
- Upon completing these steps, you'll proceed to the **Interlocal 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,  
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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.***