



### **Self-Employment Policy**

Self-employed individuals must provide verification of work experience for certification examination and recertification. The following requirements must be met in order for self-employment credit to be given:

#### **For Certification Examination Application:**

1. Start Date (date business was started)
2. End Date (most current date or date of the application)
3. Business Name
4. Documentation to verify the legitimacy of business, such as: copy of business license, contract(s), tax Return/IRS Form-1099, Client reference letter(s), etc. The document should include the registered business location and depict the services provided.

#### **For Recertification Application\*:**

1. Start Date (date business was started)
2. End Date (most current date or date of the application)
3. Business Name
4. Description of services provided, projects in process/completed, etc.

*\*If selected for audit, you are required to upload documentation to verify the legitimacy of business, such as: copy of business license, contract(s), tax Return/IRS Form-1099, Client reference letter(s), etc.*