

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.