

Contractor Portal Certification Process

Step 1. After logging in to OFCCP's Contractor Portal, from the Dashboard tab, click 'Begin Form' on the 'AAP Certification' tile.

Dashboard

Manage Establishments or Functional/Business Units

My Company

Users

AAP Certification

Submit an AAP Certification for your Parent Company and Establishment/Functional/Business Unit(s).

Begin Form

Quick Links

[Rules of Behavior](#)

Step 3. Your AAP Coverage Period Date now appears above the list of establishments. Select one or more establishment(s) or functional/business unit(s) to certify. To download the list of establishment(s) or functional/business unit(s) click the "Download" button.

Step 2 of 2: Establishments or Functional/Business Units

[Previous Step](#)

Have you updated your Establishment or Functional/Business Unit records?
Before submitting your AAP Certification, navigate to your [Dashboard](#) to update Establishment or Functional/Business Unit details or create new Establishment or Functional/Business Unit records.

The following are Establishment or Functional/Business Unit record(s) linked to your profile which have not yet been certified. Please select the Establishment(s) or Functional/Business Unit(s) you would like to certify based on the responses from the prior screen.

AAP Coverage Period: 03/02/2023 - 03/02/2024

<input type="checkbox"/>	Establishment or Functional/Business Unit Name	Establishment or Functional/Business Unit Number	Physical Address
<input checked="" type="checkbox"/>	123 Inc	TTT123	123 45th Ave Baltimore, MD 21228 United States
<input checked="" type="checkbox"/>	456 Inc	TTT112	456 12th Ave Baltimore, MD 21228 United States
<input type="checkbox"/>	ABC Company	ABC123	123 ABC Drive Baltimore, MD 21228 United States

Download

Submit Certification

Step 2. Select the first response and then enter the start/end date for your certification coverage period. Select the second or third response if the start/end coverage period dates do not apply. Then check the "I affirm this declaration" box and click continue.

Step 1 of 2: Certification Question and Declaration Statement

Certification Question

The contractor represents that:

- ☒ 1. Entity has developed and maintained affirmative action programs at each establishment, as applicable, and/or for each functional or business unit. See 41 CFR Chapter 60.
- ☐ 2. Entity has been party to a qualifying federal contract or subcontract for 120 days or more and has not developed and maintained affirmative action programs at each establishment, as applicable. See 41 CFR Chapter 60.
- ☐ 3. Entity became a covered federal contractor or subcontractor within the past 120 days and therefore has not yet developed applicable affirmative action programs. See 41 CFR Chapter 60.

Note: Covered contractors must develop an AAP within 120 days of entering a federal contract or subcontract. New contractors who select option three (3) will have 90 days from the development of their AAPs to access the Contractor Portal and update their certification.

AAP Coverage Period

Enter the start date of your currently maintained AAP. The calculator will generate the end date.

Start Date *

03/02/2023

End Date

03/02/2024

Note: AAP Coverage Periods follow a 12-month cycle.

Declaration Statement

The contractor represents that:

I attest that this Affirmative Action Program (AAP) certification is true and correct to the best of my knowledge. I understand that the penalty for making false statements with respect to this certification is prescribed in 18 U.S.C.1001.

☐ I affirm this declaration *

Continue

Step 4. Once you select the establishment(s) or functional/business unit(s) requiring certification, click the "Submit Certification" button. You are done!

Step 2 of 2: Establishments or Functional/Business Units

[Previous Step](#)

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