

# Expansion Instructions

1. Please log into the CRCC system here: [Civil Rights Certification and Compliance System - Oklahoma Department of Transportation \(OKDOT\) \(gob2g.com\)](http://Civil Rights Certification and Compliance System - Oklahoma Department of Transportation (OKDOT) (gob2g.com))
2. Log in using your credentials.
3. Once you get logged in you should see your dashboard (pictured below): Select the Renew/Apply for Certification.

**Dashboard** Displaying records assigned to: your company

**Key Actions**

[Renew/Apply for Certification](#)  
[Take a Training Class](#)

**Certifications**

Status	Active	Pending	Renewing
	5	0	0

**Certification Center**

⚠ If your firm holds certifications not listed below, [submit a request](#) to add them to your account. You can also [add date alerts](#) to any active certification to remind you of an upcoming renewal.

**Active Certifications**

	Type	Renewal
Oklahoma Department of Transportation	ACDBE	10/25/2020
Oklahoma Department of Transportation	DBE	10/25/2020
SAM.gov	AABE	
SAM.gov	MBE	
SAM.gov	SDB	

Certification renewals and updates must be submitted to the certification agency with whom your renewal is due.

- For certification renewals and updates with Oklahoma Department of Transportation, you may [submit online](#).
- For other agencies, you will need to contact the certifying agency outside of this system for instructions. Remember to come back and update your tracking record!

**Alerts**

No Activated Alerts. [View Pending Alerts](#).

**System News**

📢 **Special Features for Vendors**

Do you have success story to share related to our program? [Share your testimonial](#) so we can recognize your accomplishment!

**Check out the system Wish List** to submit ideas for system enhancements, vote on others' suggestions, and join the discussion by adding comments. We welcome your feedback to build a better system.

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

1. [Add a date alert](#) to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
2. If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

**Training Classes & Events**

Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details](#).

- [View events & RSVP today](#)

[View all System News](#)

**Configure**

<a href="#">Change Your Password</a>	<a href="#">Business Info</a>
<a href="#">Edit Your User Account Settings</a>	<a href="#">Profile Setup</a>
	<a href="#">List/Add Users</a>
	<a href="#">Main Contacts</a>
	<a href="#">Commodity Codes</a>
	<a href="#">EEO/Workforce Comp.</a>

4. Next you should select that your firm is certified by ODOT (If your firm is not certified in Oklahoma, you can't complete an expansion. Please contact our office for assistance.).

**Certification Application**

**Welcome to the Oklahoma Department of Transportation(ODOT) online application for Disadvantaged Business Enterprises (DBE/ACDBE).**

Thank you for your interest in participating in the Oklahoma Unified Certification Program (OUCP) for Disadvantaged Business Enterprises (DBE/ACDBE). As mandated by the United States Department of Transportation (U.S. DOT) in the DBE/ACDBE Program, 49 Code of Federal Regulations (CFR), Part 26, all U.S. DOT recipients of federal financial assistance must participate in a statewide UCP. The UCP is a "One-Stop Shopping" certification procedure that will eliminate the need for DBE/ACDBE firms to obtain certifications from multiple agencies within the state who are U.S. DOT recipients or grantees.

The UCP of Oklahoma is charged with the responsibility of certifying firms and compiling and maintaining a database of certified DBE/ACDBEs for U.S. DOT recipients, pursuant to 49 CFR Part 26. The Oklahoma Department of Transportation is the certifying agency for the OUCP and will process all applications and maintain the database of certified DBE/ACDBE firms for the state of Oklahoma.

**Special Note - For existing certified DBE applicants that want to apply for the ACDBE program please send your request to [DBECRCC@odot.org](mailto:DBECRCC@odot.org) or contact 405-521-3186 or 1-800-788-4539 for further assistance.**

You can electronically submit an application for:

- New Disadvantaged Business Enterprise (DBE/ACDBE) Certification
- DBE/ACDBE Annual No Change Affidavit
- Interstate DBE/ACDBE Certification
- Report Changes or Request Expansion of Work Codes

Click below for more information regarding the DBE/ACDBE qualification criteria.

[View All Definitions and Qualifications for DBE/ACDBE Certification](#)

**Select an Option**

Your firm is currently certified by ODOT.

Your firm is seeking certification.

[Return to Certification List](#)

5. Next you would selection that our would like to report a chance or update your certification record.

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**Select an Option**

[Your firm is currently certified by ODOT.](#)

[You would like to submit a No Change Affidavit.](#)

[You would like to report a change or update your certification record.](#)

[Your firm is seeking certification.](#)

6. After that selection you would click the option to report material changes.

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**Select an Option**

[Your firm is currently certified by ODOT.](#)

[You would like to submit a No Change Affidavit.](#)

[You would like to report a change or update your certification record.](#)

[Update ONLY business name, DBA name, address, phone, fax, and/or email.](#)

[Report material changes affecting eligibility and/or request to update work categories.](#)

[Your firm is seeking certification.](#)

[Return to Certification List](#)

7. The correct selections are **green** in the picture below if you click on the correct selections the 'submit an expansion' option should appear.

Certification Application

[HELP & LOG](#)

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[Submit an Expansion Application](#)

[Your firm is seeking certification.](#)

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