



Business Start-Up Certificate Program

What is the Business Start-Up Certificate Program?

The Business Start-Up Certificate is designed to provide entrepreneurs essential education and information at any stage of your business idea. Participants will receive a certificate upon completion of nine (9) business education workshops focused on starting and growing your business. The certificate is made possible through a collaboration between the City's Department of Business Affairs & Licensing (DBA) and the City Colleges of Chicago (CCC).

What are the benefits of Certificate Program?

- **Helps beat the odds** – 30% of all new businesses fail in the first year. Of the 10,000 business licensed per year about the same don't renew.
- **Provide essential education** – Workshops like business start-up, finance, technology and marketing are essential to your success and are provide pro-bono by business experts.
- **Business owners come full circle** – Workshops help with basic business start-up as well as maintain and grow a business.
- **FREE** – The Business Start-up Certificate program is free to all participants and it's made possible by pro-bono expert support.
- **Opportunity to review your business plan** – Upon completion of the program, DBA will connect participants with expert organizations that can advise you on your business plan.

How do you sign up?

There are just 3 easy steps to sign up and complete the program:

- ✓ Fill out DBA course form and obtain DBA signature after each workshop
 - ✓ Fill out the City Colleges of Chicago Green Form for certificate validation
 - ✓ Complete the nine (9) required courses within six (6) months of start date
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For more information please call (312) 744-5344





Business Education Workshops

CITY OF CHICAGO - DEPARTMENT OF BUSINESS AFFAIRS & LICENSING (DBA)

July
2008

Date & Time	Workshop Topic	Workshop Description	Presenters/Speakers
Wednesday, July 2 3:00 pm to 4:30 pm	Responsible Businesses Prepare for Inspection	Operating a responsible business is key to success. While some businesses need to pass inspections to obtain a business license, several businesses are inspected annually. Failing inspections can cause headaches, in some cases, citations and fines. Know the do's and don'ts of operating your business, ask questions and get answers about staying compliant.	City of Chicago Inspecting Departments.
Friday, July 4 9:30 am to 11:00 am	No Workshop Scheduled (Holiday)	Due to the Independence Day Holiday, no workshop is scheduled.	
Wednesday, July 9 3:00 pm to 4:30 pm	Express Business Loans – on the spot!	Do you need money to start and grow your business? This workshop is for business owners seeking start-up and/or working capital loans. Apply for a loan on the spot! Bring documentation verifying the existence of your business entity, valid driver's license or state ID, social security number or Federal Tax ID number, secondary identification (utility bill, bank or mortgage statement), and a blank business check. Business owners should be present to apply.	Arts Entrepreneurship Center of Columbia College of Chicago
Friday, July 11 9:30 am to 11:00 am	Unemployment Insurance Tax Credits	Most businesses are responsible for the payment of Federal and State Unemployment Insurance contributions. Learn how to receive your 5.4% Federal Unemployment Tax Credit. Receive a "New Employer Packet" containing the state unemployment forms for a new business owner. Receive information about free business services and learn to manage your unemployment insurance.	Illinois Department of Employment Security
Wednesday, July 16 2:00 pm to 4:00 pm	Cómo empezar un negocio en Illinois (Workshop will be conducted in Spanish)	¿Esta considerando empezar el negocio correcto para usted? En este taller hablaremos sobre las consideraciones prácticas y personales de empezar su propio negocio. Este taller resolverá preguntas como ¿Cuál será la estructura apropiada para mí? ¿Como obtendré financiamiento? ¿Qué es un plan de negocio? Aprenda esto y mucho más.	Illinois Hispanic Chamber of Commerce
Friday, July 18 9:30 am to 11:00 am	Location, Location, Location	Many businesses claim success on location alone. Market research for a business location can be costly. At this workshop you will learn the art of understanding the demographic, market, and consumer expenditure data businesses need. The workshop will help you understand the importance of this information and how to use it when choosing a location.	DevCorp North: A business, community and economic development organization.
Wednesday, July 23 2:00 pm to 4:00 pm	City Contracting 101: How to Respond to a City of Chicago Procurement Request for Proposal (RFP)	Existing small business owners interested in completing a City of Chicago Request for Proposal (RFP) must attend this workshop. Learn best practices on how to respond to an RFP. Know what evaluators look for in RFPs and learn about the common mistakes as well as helpful tips to navigate the RFP specification.	Department of Procurement Services (DPS)
Friday, July 25 9:30 am to 11:00 am	Commercial Real Estate Transaction for Small Business Owners	Are you interested in purchasing or selling your real estate property? Experts indicate this is a tough real estate market – know your options. At this workshop you will learn how to navigate through a commercial real estate transaction from locating property to negotiating/closing a lease to understanding a purchasing contract.	Lindsay Scherr, commercial real estate agent. Lema Khorshid, Attorney and founder and president of DiLuce Productions.
Wednesday, July 30 1:00 pm to 4:30 pm	1:00 to 3:00 pm - How to Get Certified 3:15 to 4:30 pm - Doing Business with The City of Chicago	Are you interested in doing business with or being a certified vendor with the City of Chicago? If you are, you don't want to miss this workshop. Come learn about the different types of procurement opportunities as well as the City's contract monitoring and compliance standards.	Department of Procurement Services (DPS)

All FREE workshops are held at the DBA Office: 121 N. LaSalle St., City Hall - Room 805

Space is limited. Please reserve your attendance by calling (312) 744-5344

To learn more about DBA's workshops, visit our website at www.cityofchicago.org/businessaffairs