

Prequalifications Frequently Asked Questions (FAQ)

1. Why doesn't my approval letter show Function (Experience) Codes?
 - **Function (Experience) Codes can be found on the website, which is updated three times a week. You can access them [here](#).**
2. Is the maximum limit of 20 resumes per location or for the entire firm?
 - **The 20-resume limit applies to the entire firm.**
3. If a position in the company doesn't have a corresponding code, should it still be listed in the chart?
 - **Yes, these positions should be listed under "Other Employees."**
4. Can you provide a sample of a correctly completed prequalification form?
 - **A sample form can be found here: [Prequalified Consultant Form](#).**
5. Can we extend the prequalification form if more space is needed?
 - **No, please use an additional DT-0330 form if more space is required.**
6. If our prequalification doesn't expire for several months or up to a year, do we need to update it now?
 - **You can update it at any time within the 2.9-years prequalification period.**
7. When submitting an update package, do we need to include only the changed forms or the entire packet?
 - **Only include the forms for offices that have changed. If changes apply to all offices, then submit all updated forms.**
8. Can we submit fewer than 20 resumes, or are 20 required?
 - **You may submit fewer than 20 resumes to cover key personnel. The maximum allowed is 20 resumes per firm.**
9. Can Consultants with Limited Status propose as Subconsultants on contracts over \$250,000?
 - **Yes, if the Limited Status firm does not exceed \$250,000 per contract.**
10. Is there a limit to the number of offices we can submit?
 - **Yes, a firm can submit a maximum of 30 offices.**
11. If we were previously approved for Utility codes under the old system, do we need to update them now for the new codes?
 - **No update is needed solely for Utility codes. If you're updating other codes or renewing, you will need to use the new codes.**
12. Do we need to prequalify an out-of-state office if the TN office is already prequalified for the relevant code?
 - **Yes, if a supporting office is located out of state, it must also be prequalified (e.g., if structures are managed in TN but you have a structures person in GA, the GA office would need prequalification).**