APPENDIX C: ANALYST REGISTRATION PROCESS

1. Analyst Application Received

2. Fees Paid?}

3. Completeness Review conducted within 10 business days

4. Process stopped. Applicant notified of reason and actions necessary.

5. Application complete?

6. A Request for Information is sent to the applicant, due in 20 business days

7. Complete application is queued for Technical Review. 20 business days given for review once assigned to reviewer.

8. Applicant submits complete response?

9. Application meets all AAR Policy requirements?

10. A Request for Information is sent to the applicant, due in 20 business days

11. Applicant submits complete response?

12. AIHA Staff Reviewer approves analyst application.

13. Application meets all AAR Policy requirements?

14. Complete application is queued for Technical Review. 20 business days given for review once assigned to reviewer.

15. Application selected for QA review?

16. QA review performed and recommendation returned within 10 business days.

17. Applicant is notified of application approval

18. QA Review is approved?

19. Applicant notified of reasons for denial of registration.

20. Analyst's progress in the AAT program is monitored until proficiency is achieved.

21. Analyst AAT Proficient?

Steps 3, 5, 6 and 8 repeated once. Process halted if the application is not complete at that time.

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