APPENDIX B: INITIAL ORGANIZATION REGISTRATION PROCESS

1. Organization Application Received

2. Fees Paid?
   - N: Process stopped. Applicant notified of reason and actions necessary.
   - Y: 3. Completeness Review conducted within 10 business days

3. Completeness Review conducted within 10 business days
   - N: 5. Application Complete?

5. Application Complete?
   - Y: 6. A Request for Information is sent to the applicant, due in 20 business days
   - N: 7. Complete application is queued for Technical Review. 20 business days given for review once assigned to reviewer.

7. Complete application is queued for Technical Review. 20 business days given for review once assigned to reviewer.
   - Y: 8. Applicant submits complete response?
   - N: 9. Application meets all AAR Policy requirements?

9. Application meets all AAR Policy requirements?
   - Y: 10. A Request for Information is sent to the applicant, due in 20 business days
   - N: 11. Applicant submits complete response?

11. Applicant submits complete response?
   - Y: 12. SME Reviewer approves organization application.
   - N: 13. Application meets all AAR Policy requirements?

13. Application meets all AAR Policy requirements?
   - Y: 14. Complete application is queued for SME reviewer. 20 business days given for review once assigned to reviewer.
   - N: 15. Application selected for QA review?

15. Application selected for QA review?
   - Y: 16. QA review performed and recommendation returned within 10 business days.
   - N: 17. Organization is notified of achieving Registered Organization status.

17. Organization is notified of achieving Registered Organization status.
   - Y: 18. QA Review is approved?
   - N: 19. Applicant notified of reasons for denial of registration.

19. Applicant notified of reasons for denial of registration.
   - Y: 20. Analyst applications are reviewed per Analyst Registration Process.
   - N: 21. Organization and analysts are added to the registry web list within 10 business days.