

# CREDENTIALLING

## APPLICATION STEPS & PROCESSING TIMES



### MAIL APPLICATION

- Application received by mail

*Tip: use registered mail or courier to track delivery - we do not confirm receipt*

# 1

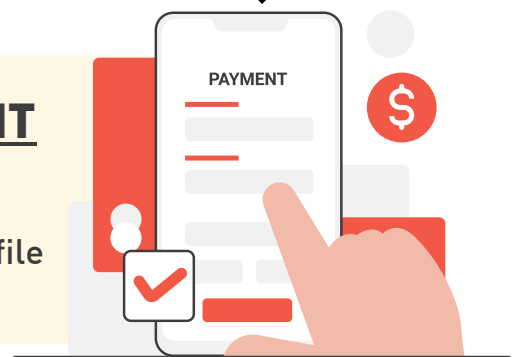
\*\*\*If application is incomplete: returned by standard mail

**3-5 DAYS**



### CONFIRMATION OF PAYMENT

- Payment is processed and confirmation sent to email on file



\*\*\*If payment is declined: assessment delayed

**15-18 WEEKS**



Your Client Services Coordinator will contact you when your Initial Preliminary Review is complete



### INITIAL PRELIMINARY REVIEW

- Applicants receives Client ID & Document Checklist
- Preliminary Review completed

# 3

All required documents submitted

Missing or incorrect documents.  
Revised/additional documents submitted.

at least **8 WEEKS** added to normal processing time



### CREDENTIALLING ASSESSMENT STAGE

- Assigned to a Credentialling Officer
- File placed in queue for assessment



Your Credentialling Officer will contact you after completing your Credentialling Assessment



### CREDENTIALLING RESULT

- Applicant receives credentialling assessment result

# 5

See Credentialling Assessment website tab for more information on the credentialling process and approximate timelines



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