

**A motion by Kansas, on behalf of the Certification Committee to accept changes to the rule relating to the certification timeline:**

**Rule 501.2 – Certification of service providers**

The certification process for CSP candidates shall take place as described below and shown in Appendix A.

1. ~~Interested persons shall notify~~ **The Executive Director shall issue a request for service providers of their intentions** interested in application for **becoming** responding to the terms and conditions for participation as a certified service provider.
2. ~~Interested Candidates shall respond to the request by submitting a completed self-evaluation assessment (see *Minimum Standards*, Appendix C within 60 days of Item 1~~ **to the Executive Director**. The Executive Director shall notify the Certification Committee regarding the candidate's **status** for further evaluation.
3. The Certification Committee shall review documentation submitted by candidates, screen and identify candidates for further evaluation and testing, and conduct site reviews within 90 days of completion of ~~Item~~ **item 2**.
4. The Certification Committee shall recommend candidates for system testing within 15 days of completion of ~~Item~~ **item 3**. Any candidates not recommended for further evaluation may **address issues or discrepancies found during the initial review process and re-apply for certification**. ~~respond to the next request~~.
5. Testing Central shall manage the system(s) testing between the CSP candidate and the member states. The criteria to begin testing must be met prior to the initiation of testing. (Reference - *SST Testing Process for Certification of Service Providers*, Appendix E). Upon successful completion of testing, each member state shall recommend certification of the CSP candidate(s) to the Certification Committee. Testing must be completed within 5 months of completion of item 4.
6. The Certification Committee shall submit the recommended candidate(s) to the Executive Director within 15 days of completion of item 5.
7. The Executive Director shall submit the recommended candidate(s) to the Executive Committee for certification within 15 days of completion of ~~Item~~ **item 6**.
8. The Executive Committee shall act on the new certification recommendation(s) within 15 days of completion of item 7. ~~Any candidate(s) not recommended for certification may respond to the next request~~.

9. Contracts shall be negotiated and signed by officers designated by the Executive Committee. To remain compliant with the contract, Certified Service Providers shall be operational through the term of the contract.