

**A motion by Kentucky, on behalf of the Certification Committee, to adopt changes to Rule 501.2 regarding certification of service providers**

**Rule 501.2 – Certification of service providers**

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

1. ~~Interested persons~~ Applicants shall notify the Executive Director of their intentions ~~in~~ of becoming a ~~C~~ertified ~~S~~ervice ~~P~~rovider (CSP).

2. ~~Within 10 calendar days Candidates shall submit a completed self-evaluation assessment to the Executive Director. The~~ Executive Director shall notify the Certification Committee Chairperson of the CSP Applicant regarding the candidate's status for further evaluation.

3. ~~Within 10 calendar days t~~The Certification Committee Chairperson provides a cover letter and the CSP Self Assessment Questionnaire to the CSP Applicant. shall review documentation submitted by candidates, screen and identify candidates for further evaluation and testing, and conduct site reviews within 90 days of submission of the self-evaluation assessment in subdivision 2. CSP Applicant has 30 calendar days to complete the Self Assessment Questionnaire and return it to the SSTGB Executive Director.

4. SSTGB Executive Director receives the CSP Self Assessment Questionnaire from the CSP Applicant. Within 10 calendar days the SSTGB Executive Director passes the Self Assessment Questionnaire to the Certification Committee Chairperson for review.

5. Certification Committee Chairperson or Executive Director accepts or rejects the Self Assessment Questionnaire within 10 calendar days. If accepted, the Certification Committee Chairperson or Executive Director responds to the CSP Applicant with a cover letter and a CSP Application. The Applicant is given 30 calendar days to file the completed application or request an extension.

6. The Certification Committee shall review documentation submitted by Applicant, screen and identify Applicant for further evaluation and testing, and conduct site reviews within 90 calendar days of submission of the CSP application.

47. The Certification Committee shall recommend an ~~candidate~~ Applicant for system testing within 15 calendar days of completion of the requirements in subdivision 3. Any ~~candidate~~ Applicant not recommended for further evaluation may address issues and discrepancies found during the initial review process and re-apply for certification.

5-8. Testing Central shall manage the system(s) testing between the CSP ~~candidate~~ Applicant 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)~~ Applicant to the Certification Committee. Testing must be completed within 5 months unless extensions are requested and granted. ~~of the completion of subdivision 4.~~

~~69. Within 15 calendar days of conclusion of system testing, t~~The Certification Committee ~~shall submit the recommended~~ acceptance or rejection of the CSP Applicant to the Executive Director.  
~~candidate(s) to the Executive Director within 15 days of the completion of subdivision~~

~~710.~~ The Executive Director shall submit the recommended ~~candidate(s)~~Applicant to the Executive Committee for certification within 15 calendar days ~~of completion of subdivision 6.~~

~~811.~~ The Executive Committee shall ~~not approve or reject on the new certification~~ recommendation(s)ed CSP Applicant within 15 calendar days ~~of completion of subdivision 7.~~

~~912.~~ 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.