

Evaluation Process: Application Phase

WHAT WE NEED YOU TO DO	WHAT WE WILL DO
<p>Carefully read the informational materials on the “Application Info” page of the ICC-ES web site (click here for the page).</p> <p>Fill out the application forms <i>completely</i>.</p> <p>Include the <i>full application fee</i> with your application (click here for the fee schedule).</p> <p>So far as possible, submit supporting technical data at the same time as your application.</p>	<p>We will be happy to answer any questions (click here for our contact information).</p>
<p>Please respond promptly if we ask for additional items. Remember that the better the information provided to the reviewer, the easier the review—for both parties. Keep in mind, too, that our technical staff—to preclude favored treatment for anyone—will usually review applications <i>in the order in which they are received</i>.</p>	<p>We will administratively review your application and assign you a file number.</p> <p>We will telephone you to acknowledge receipt of the application, to ask for missing information, and to discuss what will happen next.</p> <p>We will prepare a Statement of Work (SOW) and forward a copy to you.</p>
	<p>We will assign your file to one of our technical reviewers, in Los Angeles, Chicago, or Birmingham.</p> <p>We will send you a letter with the reviewer's name and contact information. The reviewer will work with you closely until your evaluation report is approved and published. If problems arise, you will also have access to our Client Relations Group.</p>