Independent Distributors of Electronics Association
General Membership Application

IDEA General Membership Application and Determination Process Instructions

The IDEA Membership Application and Determination Process requires all Applicants to prepare a comprehensive application packet with supplementary documentation that demonstrates compliance with all of the stated requirements. The Applicant must be aware that the application process is very extensive and shall require a significant amount of time to complete and that the Applicant must conduct a thorough review of the application prior to submission. The Applicant is responsible for submitting a complete application that contains all items listed in the General Membership Application Requirements Confirmation Checklist.

Incomplete applications will not be accepted. If an application is submitted with missing requirements/items, IDEA Staff will return the application. The Applicant is required to wait thirty (30) days before resubmitting the application. The Applicant may only resubmit an application one (1) additional time after initial submission. If the application is not complete in the resubmission, IDEA Staff will inform the Applicant that the application is closed. The Applicant must wait twelve (12) months from the date of notification to submit a new application for Membership.

There are certain prerequisites that the Applicant must meet prior to submitting the application. In the Application Preparation Phase, the Applicant must complete the following:

- Purchase and implement IDEA-QMS-9090 (available on the IDEA website)
- Achieve compliance to IDEA-QMS-9090 for a minimum of thirty (30) days
- Download and complete the General Membership Application Packet
- Download and read the *IDEA Membership Manual*

Applications will not be accepted if the minimum compliance requirement of thirty (30) days has not been met by the Applicant. Applications must be submitted after achieving this requirement. No application documents or information, whether partial or complete, will be accepted until the Applicant meets this requirement.

After meeting the minimum thirty (30) day compliance requirement and submission of a complete application, the Applicant can expect the following timeline for each process phase if there are no issues that occur throughout the process:

- Phase 1: Initial Application Submission - ~4-8 weeks
- Phase 2: IDEA-QMS-9090 Compliance Verification Audit - ~2-8 weeks
- Phase 3: Membership and Ethics Oversight Committee Review and Vote - ~2-8 weeks (depending on meeting schedule)
- Phase 4: IDEA-ICE-3000 Inspector Certification - ~within forty-five (45) days of conditional Membership Approval
- Phase 5: Membership Granted - ~2-4 weeks

Please reference the complete Process Outline of the Membership Application and Determination Process in the *IDEA Membership Manual.*

The IDEA General Membership Application Packet may be downloaded from the IDEA website.