IDEA Qualified Program Participant Company (QPPC) - Test Services Application and Determination Process Instructions

The IDEA Qualified Program Participant Company (QPPC) - Test Services 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 Qualified Program Participant Company (QPPC) - Test Services Application Requirements Compliance 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 QPPC status.

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:

- Download and complete the Qualified Program Participant Company (QPPC) - Test Services Application Packet
- Download and read the *IDEA Qualified Program Participant Company (QPPC) - Test Services Manual*

After the 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: Membership and Ethics Oversight Committee Review and Vote - ~2-8 weeks (depending on meeting schedule)
- Phase 3: IDEA-ICE-3000 Inspector Certification(s) – within forty-five (45) days of QPPC Approval
- Phase 4: QPPC Status Granted - ~2-4 weeks

Please reference the complete Process Outline of the QPCC - Test Services Application and Determination Process in the *IDEA QPPC – Test Services Manual.*