APPLICATION PROCESS

The application process can take between 45-90 days from submission of the application to the approval stage. The application is entirely online; there are no paper versions.

1. **Submitting an Application**

   - Applicant reviews the requirements for their membership type and/or specialty and confirms that they are eligible to apply

   - Applicant contacts the Manager of Admissions for a username, password, and link to the application

   - Applicant logs into the online application (www.sior.com/admissions)

     - ✓ All attachments, including GFI affidavits and coursework documentation, can be uploaded directly to the application

   - Applicant pays the application fee on the last page of the application and submits the application

2. **Review by Manager of Admissions**

   - Manager of Admissions reviews the application for accuracy and completeness

   - Manager of Admissions will follow up with the applicant for any missing information

   - Incomplete applications are null and void after 60 days

3. **Chapter Interview**

   - Manager of Admissions notifies the Chapter President and Admissions Chair that an applicant has reached the interview stage

   - Chapter Admissions Chair (or President) has 30 days to review the application package and conduct an interview with the applicant

     - ✓ Interviews can be conducted in person, over the phone, or via Skype

   - The Chapter can ask for additional information pertaining to the production requirement, if necessary

   - If there is no response from the Chapter within 35 days, the application will continue to move forward in the process

     - ✓ If necessary, the Chapter may requires an extension of the deadline

4. **Chapter Announcement**

   - Manager of Admissions notifies the Chapter members that the applicant has applied for membership

   - Chapter members have 10 business days to submit comments and/or ethics complaints to the Manager of Admissions

5. Endorsements

- Manager of Admissions sends the Endorsement form to the applicant 10 at the end of the Chapter Announcement period

- Applicant has 60 days to obtain the endorsement(s)

  - ✓ Designee applicants must obtain two (2) endorsements from Active Individual Members in their Chapter who are not part of their firm or firm's network

  - ✓ Candidate applicants must obtain one (1) endorsement from an Active Individual Member in their Chapter who is not part of their firm or firm's network and is not their Mentor

  - ✓ Associate applicants must obtain one (1) endorsement from an Active Individual Member in their Chapter and one (1) endorsement from a Chapter officer [President, Vice-President, Secretary, or Treasurer]

- If the endorsement(s) are not received within the 60-day time frame, the application may be subject to cancellation.

6. Chapter Review

- Manager of Admissions notifies the Chapter President and Admissions Chair that an applicant has reached the final review stage

- Chapter Admissions Chair (or President) has 5 business days to review the application package and sign off on the application as complete by either

  - ✓ Replying to the email

  - ✓ Filling out a Chapter Authorization Form

- The Chapter may conduct a second interview at this time, if necessary

- If there is no response from the Chapter after 5 business days, the application will move forward in the process

7. Chapter Leadership Council (CLC Vote)

- Chapter Leadership Council is notified of applicants who have completed the admissions process for membership during the last five (5) business days of the month

- Only Chapter Presidents need to vote and should do so by replying to the email

- Membership will be granted if a majority (80%) of the Chapter Presidents vote in the affirmative

8. **Approval or Approval Pending Education/Ethics**

- Memberships take effect on the 1st day of each month.

- The following are eligible for immediate membership following approval by the CLC vote:

  - SIOR Designee applicants who have completed the education and/or ethics requirement

  - Candidate Membership applicants who have completed the ethics requirement

- Associate Membership applicants

- Applicants who have not completed the education/ethics requirement will have up to 12 months from the approval date to do so

  ✓ Membership will then take effect on the 1st of the month following the completion of the requirement