



APPLICATION PROCESS

The application process can take between 60-90 days from submission of the application to the approval stage.

The application is entirely online; there are no paper versions.

For Chapters with Admissions Chairs, the Admissions Chair should conduct the interview and final review. For Chapters without Admissions Chairs, this responsibility then falls to the Chapter President.

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 30 days, the application will continue to move forward in the process
 - ✓ If necessary, the Chapter may ask for an extension of the deadline. **However, if there is no response from the Chapter after 35 days, the application will move forward to the next stage in the process.**

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
 - ✓ Any SIOR member who believes that an applicant should be refused admission to SIOR because of ethical misconduct should file an Ethics Complaint at any time during the admissions process.

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
 - ✓ Member Associate applicants must obtain one (1) endorsement from an Active Individual Member in their Chapter. The Active Individual Member may be a part of the applicants firm or network.
 - ✓ 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
 - Member Associate applicants who have completed the ethics requirement
 - Associate Membership applicants
- If an applicant reaches the approval stage but has not yet completed the education and/or ethics requirement, his/her application will be “Approved – Pending Education”. The applicant will have up to 12 months from the application date to fulfill the education and/or ethics requirement. Once an applicant completes the education and/or ethics requirement, his/her membership will take effect on the 1st of the following month. If an applicant fails to complete the requirement within the 12-month time frame, the application may be subject to cancellation.