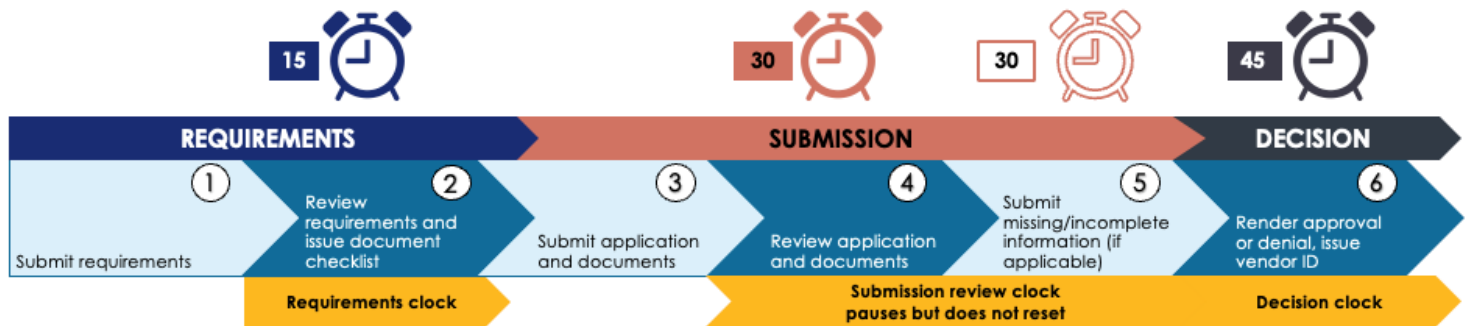


VENDORIZATION STEPS & PROCESSING TIME REQUIREMENTS

Service Provider
 Regional Center
 # Processing time: calendar days to complete task



Notifications: 2-days prior to expiration of processing time requirement

Step #	Step	Description	Processing Time Requirement
1	Submit requirements	After the applicant creates or logs into their Provider Directory profile, they will submit required information to support they have the minimum requirements to proceed with their application.	None
2	Review requirements and issue document checklist	The regional center reviews and determines whether the applicant meets the minimum requirements for the service for which the applicant is applying.	15 calendar days

3	Submit application and documents	Applicants that have the minimum requirements will receive a request to submit additional information in accordance with the service for which they are applying. Applicant will designate that they have submitted all requested items. During this step, the regional center is encouraged to work with the applicant to ensure they know what is needed. This could be facilitated in several ways, including interviews, orientations and working sessions for complex requirements such as program designs.	None
4	Review application and documents	When all requested information is received, the regional center will review it to confirm information is complete. If it is not, they will request missing or incomplete information.	30 calendar days, excluding any pause for applicant to submit missing or incomplete information
5	If applicable, submit missing/incomplete information	Applicant submits any missing or incomplete information	30 calendar days
6	Render approval or denial, issue vendor ID	The regional center will review all documents submitted and approve or deny the application. Applicants that meet the requirements for vendorization will be notified and issued a vendor number. All other applicants will be sent a denial notice with rights to appeal the decision.	45 calendar days