IACH Registration Flowchart

Registration Form

Student Level

Resident Level

Counseling Level

President

- Ensure all required fields filled out
- Ensure fees and dues received

If no to either -

• Send e-mail to registrant requesting completion.

If yes -

• Instruct Standards Director to process file.

Standards Committee

- Send e-mail to registrant thanking them and informing them that their information has been forwarded to Examining committee for verification.
- Check against Standards
- Verify references
- Verify credentials
- Verify other memberships
- Request additional information if necessary
- If registrant does not meet criteria for level requested offer registration at lower level

or

• Send e-mail outlining reason(s) for not approving application.



Membership Committee

- Send letter officially welcoming new member or upgraded member.
- Include information on members only benefits
- Include information on how to access members only section of web site
- Ensure new member is added to membership list
- Send Certificate

