Evaluation Process: Application Phase

WHAT WE NEED YOU TO DO	WHAT WE WILL DO
Carefully read the informational materials on the "Application Info" page of the ICC-ES web site (click here for the page). **Fill out the application forms *completely*.** **Include appropriate fees. You can call us to discuss: 1-800-423-6587.** **So far as possible, submit supporting technical data at the same time as your application.**	**We will be happy to answer any questions (click here for our contact information).**
Please respond promptly if we ask for additional items. Remember that the better the information provided to the reviewer, the easier the review—for both parties.	**We will administratively review your application and assign you a file number.** **We will contact you to acknowledge receipt of the application, to ask for missing information, and to discuss what will happen next.** **We will prepare a Statement of Work (SOW) and forward a copy to you.**
	We will assign your file to one of our technical reviewers. **We will send you correspondence with the reviewer's name and contact information. The reviewer will work with you closely until your evaluation report is approved and published. You will also have access to our Client Relations Group if you have general questions.**

December 9, 2013