



CHO Processing Timelines – Completed Application

Acknowledgement email sent (within 4 days after receipt of form)		Application review by staff 3 weeks for applicants from approved programs, otherwise 10 weeks to 6 months after receipt of all application materials	
1st Level of Review: incomplete notices sent via email At Week 1-2	2nd Level of Review: incomplete notices sent via email At Week 4-5	OR	Referral to Registration Committee At Week 6
		Notice of Provisional Approval At Week 6 Applicant to submit PLI within 30 days letter sent to those provisionally accepted who have not already submitted their insurance document. Send Welcome Letter and issue Registration Number. At Week 10	Notice of Referral to Registration Committee sent via email and regular mail to applicant. At Week 7
		Certificate of Registration issued and Registrant's Handbook mailed At Week 14	Submit further documents within 30 days letter sent for those referred to Registration Committee. Scan the complete application and panel meets to deliberate application. Panel meets quarterly to review Applications for Registration. Notice of outcome of Panel decision sent within 2 weeks after meeting. Receipt of Decisions and Reasons within 3 weeks after Panel meeting.