

# TMPAA Carrier Application Process

Please be sure to review the first page of the Carrier Application.

Insurance Carrier Applications for membership in the TMPAA will be processed in the following manner.

## **Application Submission:**

Carrier applicant will complete membership application and submit to the executive director inclusive of the two recommendation letters referenced in the application instructions.

## **Review by Executive Director:**

Applications will be screened for completeness, and will not be accepted for further processing with missing elements of that document.

## **Submission to TMPAA Board, Carrier Committee:**

Executive Director will distribute the application, and reference letters to the individual members of the Carrier Committee via email.

Committee members may request additional information or deny the application with stated reasons. Majority vote needed to move to the teleconference interview.

## **Teleconference Interview:**

Executive Director will schedule and set up a teleconference interview with the Carrier Committee and prospective Carrier applicant. Committee Chairperson will direct the interview process.

At the conclusion of the interview, applicant will exit the teleconference for committee discussion.

## **Membership Decision:**

One of four decisions will be made at the conclusion of the teleconference discussion:

1. Application is approved.
2. Applicant is approved with conditions specified to the Executive Director for follow up.
3. Decision is referred to the full board for discussion at a Mid Year or Summit meeting.
4. Application is denied. Decision for denial will be articulated to the Executive Director for correspondence to the applicant.

*Individuals from Carrier Applicants are not permitted to attend TMPAA events until membership application is approved, and application fee/dues are paid.*