National Coordinator and an applicant for ONC–ATCB status or an ONC–ATCB is the day the e-mail was sent.

(b) In circumstances where it is necessary for an applicant for ONC–ATCB status or an ONC–ATCB to correspond or communicate with the National Coordinator by regular or express mail, the official date of receipt will be the date of the delivery confirmation.

§ 170.420 Application.

The application for ONC–ATCB status consists of two parts. Applicants must complete both parts of the application in their entirety and submit them to the National Coordinator for the application to be considered complete.

(a) Part 1. An applicant must provide all of the following:

(i) General identifying information including:

Name, address, city, state, zip code, and Web site of applicant; and

(ii) Designation of an authorized representative, including name, title, phone number, and e-mail address of the person who will serve as the applicant’s point of contact.

(ii) Documentation of the completion and results of a self-audit against all sections of ISO/IEC Guide 65:1996 (incorporated by reference in §170.499), and the following:

(i) A description of the applicant’s management structure according to section 4.2 of ISO/IEC Guide 65:1996;

(ii) A copy of the applicant’s quality manual that has been developed according to section 4.5.3 of ISO/IEC Guide 65:1996;

(iii) A copy of the applicant’s policies and approach to confidentiality according to section 6.10 of ISO/IEC Guide 65:1996;

(iv) A copy of the qualifications of each of the applicant’s personnel who oversee or perform certification according to section 5.2 of ISO/IEC Guide 65:1996;

(v) A copy of the applicant’s evaluation reporting procedures according to section 11 of ISO/IEC Guide 65:1996; and

(vi) A copy of the applicant’s policies for use and display of certificates according to section 14 of ISO/IEC Guide 65:1996.

(b) Part 2. An applicant must submit a completed proficiency examination.

§ 170.423 Principles of proper conduct for ONC–ATCBs.

An ONC–ATCB shall: