

Authorized Signers,

The modified renewal process approval has expired and Credentialing will return to the Pre-COVID Badge Renewal process starting 15 June 2022. This will require each applicant to have an appointment and present their Original and Valid Identification for each renewal. All other processes will remain the same.

Modified Renewal requests received before Midnight tonight, 14 June will be processed – any modified renewal requests received after midnight tonight 14 Jun will be rejected.

Processes:

Renewal Badge: submit application, Applicant completed DQs, Make an appointment without training, Applicant arrives on time with IDs for their appointment. NOTE: Applicant must complete DR Training prior to appointment arrival when requesting DR endorsement.

New Badge: submit application, Applicant completed DQs, Make an appointment without training, Applicant arrives on time with IDs for their appointment. Monitor the AS Portal for background status and once the applicant clears, make an appointment with Training, Applicant arrives on time with IDs for their with Training appointment. NOTE: Applicant must complete DR Training prior to appointment arrival when requesting DR endorsement.

Badge Change (Quick Change) Submit quick change application with requested change, Submit an email request to avbadging@cltairport.com, subject badge change. Credentialing will make arrangements for badge exchange via email within 48-business hours.

Badge Issues (General issues/requests) Start by sending an email to avbadging@cltairport.com

Appointment System:

No Shows: We continue to experience a 40+% No Show rate. This is not sustainable especially as we return to our pre-COVID Renewal Process. We will be reaching out to companies with the highest No Show rates and will begin cancelling future appointments commensurate with their No Show rate to ensure everyone has reasonable and timely access to Credentialing Services.

Appointment Readiness: Your applicant will be turned away if they arrive: more than 10 mins late for their appointment, have the wrong type of appointment, No application in the system, DQs not completed, No IDs when required.

Training:

DR Endorsement/NMA Training: As a reminder, Any applicant needing the DR endorsement on their New, Renewal, or badge change will need to complete the DR/NMA Training via the provided link prior to arriving for their Credentialing appointment. The link for the online training is:

<https://clt.iet-ls.com/>

The global ID will be required to sign into the training. This number will be generated once the applicant is fingerprinted and for renewals the global ID will be listed on the “Active Badge” page in the portal.

Sincerely,

The Credentialing Team