

	<i>The American Association for Laboratory Accreditation</i>	
	P106 – Branch System Policy	Document Revised: June 11, 2009
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A2LA currently offers a \$300.00 discount on annual fees for all organizations applying as a 'branch' of another organization that is either applying or enrolled in our program or that is currently accredited. The conditions for applying as a branch of another organization are as follows:

- All application, renewal of accreditation and annual review processes must be coordinated through one central person, the Corporate Representative;
- All fee payments and invoices must be coordinated through the Corporate Representative;
- All organizations within a single branch system must operate under the same management system;
- All organizations within a single branch system are given related certificate numbers (e.g., 301.01, 301.02, 301.03, etc.);
- All organizations within a single branch system must be visited, assessed and accredited regardless if they are performing the exact same testing as the main organization.

This central coordination and arrangement within our database allows for greater efficiency in handling various processes, therefore a discount on fees is offered to all branch organizations.

Branch systems have the option of choosing to have all of the organizations within the branch system have the same anniversary date as the main organization or base the branch organizations' anniversary date off of their initial on-site assessment. Please understand, however, that for large branch systems, this central coordination can become cumbersome if all of the branches have the same anniversary dates and all branch organizations within the system are often unable to complete the various processes (renewals and annual reviews) by the same anniversary date or deadline.

If you have any questions concerning this arrangement, please contact us at 301 644 3248.

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