

## November

1. MDRT prepares and posts current membership information.
2. MDRT sends applications to current members who were MDRT members the prior year, unless otherwise requested by company.
3. Company contact/applicant reviews current MDRT information at [mdrt.org/companies](http://mdrt.org/companies).

## December

1. Company contact requests new member ID numbers/applications for all agents without an MDRT application who **may** qualify (using the 80 percent threshold) to ensure early creation and receipt by agents.
2. [Application request form](#) is located on the MDRT website.

## January

1. MDRT receives application listing request.
2. MDRT produces applications within ten business days.
3. MDRT mails applications/Excel spreadsheet containing new ID numbers to company contact, as requested.
4. Company contact/applicant completes application and gathers necessary documents.

## February

1. Company contact/applicant mails completed application plus other necessary documents to MDRT by March 1.
  - Note: Additional fees apply to applications postmarked after March 1.

## March

1. If approved, MDRT will send an approval email.
2. MDRT will also send an approval letter and certificate by mail to the company contact/applicant.
3. Once the application is approved and Annual Meeting registration opens, members may register for the Annual Meeting.
  - MDRT Annual Meeting registration opens in March.
  - To register, go to [mdrt.org/2019am](http://mdrt.org/2019am).

## Application Denials

1. If MDRT encounters an issue with an application, a notification is sent to the company contact/individual.
2. MDRT allows applicants 21 days for a response.
3. If no response is received, the application will be denied.
  - Note: To reverse an application denial, applicants must submit the necessary documents or complete the correct payment.

For information on the Online Membership Application system, please visit:

<https://my.mdr.org/OnlineApplicationProcess>

Questions? Contact MDRT at +1 (847) 692-6378 or [membership@mdrt.org](mailto:membership@mdrt.org).