

Technical Bulletin: VB Application Fees and Process

Below is the overview of our requirements to become an SLCP VB/VE and to apply for supplemental countries:

- New Verifiers must be APSCA ASCA or CSCA in good standing associated with APSCA Full or Provisional Member or APSCA Applicant Member Firm.
- Existing Verifiers must also be APSCA ASCA or CSCA in good standing associated with APSCA Full or Provisional Member or APSCA Applicant Member Firm if applying for supplemental countries.
- New Verifier Body candidates must be APSCA Full Members.
- Existing Verifier Bodies applying for new countries must be APSCA Full or Provisional Member.

1) What fees are required to become a VB?

- a) **Applications for a new Verifier Body candidate** to become an SLCP-approved VB. Applicant must be an APSCA Full Member.

For any of the below country-specific applications. If the application is ONLY for “fee waiver countries,” then the fees are waived and do not apply. You still need to fill in the payment form so that you can obtain a payment code from SLCP. If any other country that is not a “fee waiver country” is included in the application, the applicable fee listed below will apply.

- b) **Supplemental application by an approved SLCP Verifier Body to operate in one or more new countries.** VB must be an APSCA Full or Provisional Member.
- c) **New Verifier application associated with an approved SLCP Verifier Body.** Verifiers must be APSCA ASCA or CSCA in good standing associated with an APSCA Full or Provisional Member or APSCA Applicant Member Firm.
- d) **Supplemental Verifier application associated with an approved SLCP Verifier Body for an approved Verifier to operate in one or more new countries.** Verifiers must be APSCA ASCA or CSCA in good standing associated with an APSCA Full or Provisional Member or APSCA Applicant Member Firm.

The VB will need to be approved at the country level before the Verifier application can be submitted for review.

If Verifier applications are received prior to the VB country approval, the Verifier application will be denied. No refunds are granted.

If Verifiers transferring from one approved VB to another approved VB have approval for a specific country that the new VB does not have, the following will apply:

The new VB will need to be approved at the country level for the Verifier's country approval to remain valid. During this period, the Verifier's approval for the mismatched country will be suspended until the new VB obtains approval for that



country. Once the VB gets approval for the country, the Verifiers approval level for the same county will be reactivated.

Please take this into consideration before making the Verifier transfer as the new VB will need to demonstrate prior audit experience in the new verification country to be considered for approval.

2) How much will be charged for each type of application?

Please review the VB and Verifier eligibility criteria before submitting any applications and payment of fees.

If any application that requires a fee is denied by Sumerra after review, a new application must be filed, paying the applicable fee again.

Please review the application criteria in detail prior to payment form submission, because there are no refunds once the application is denied.

New Verifier Body Application (Full APSCA Member Firm only)

You are a Full APSCA member who wants to become an SLCP-approved Verifier Body.

Per application cost covers: approval review for unlimited countries; internal application review; Verifier Body communications; Verifier Body dashboard; APSCA cross checking; signatory cross checking

FEE: \$390 per Verifier Body candidate

VB Eligibility Criteria: <https://slcp.zendesk.com/hc/en-us/articles/360022546654-Verifier-Bodies-VBs-how-to-become-one-and-maintain-an-approved-status>

VB Application: <https://fs26.formsite.com/Sumerra/SLCPVBApplication/login>

Supplemental Verifier Body Application (APSCA Full or Provisional Member only)

You are an already approved Verifier Body, and you are APSCA Full or Provisional Member who wants to apply for one or more new countries in which you want to operate.

Per application cost covers: one or multiple supplemental countries per Verifier Body (APSCA Full or Provisional Member); internal application review

Please note, if Verifiers transferring from one approved VB to another approved VB have approval for a specific country that the new VB does not have, the following will apply: The new VB will need to be approved at the country level for the Verifier's country approval to remain valid. During this period, the Verifier's approval for the mismatched country will be suspended until the new VB obtains approval for that country. Once the VB gets approval for the country, the Verifiers approval level for the same county will be reactivated.

FEE: \$165 per VB application (no limit on number of countries included in one supplemental application)

VB Eligibility Criteria: <https://slcp.zendesk.com/hc/en-us/articles/360022546654-Verifier-Bodies-VBs-how-to-become-one-and-maintain-an-approved-status>



VB Application: <https://fs26.formsite.com/Sumerra/SLCPVBApplication/login>

New Verifier Application – ASCA in good standing

You are an APSCA ASCA Auditor Member in good standing associated with an approved SLCP VB (APSCA Full/ Provisional/ Applicant member) who wants to become an SLCP approved Verifier

Per application cost covers: up to two exam attempts per applicant; internal application review; Verifier communications; VB dashboard; APSCA cross checking; exam; proctor fees; communication to SLCP; mandatory desktop review*

Please note that to conduct SLCP verifications, both the Verifier Body and Verifier must be approved for the country of verification. Application approval is needed at the VB country level before the related Verifier applications can be considered. In cases where Verifier applications are submitted for countries for which the VB has no approval, the Verifier application will be denied by the VOO, and the application fee will not be refunded. Note, only VBs with APSCA Full or Provisional Member status are permitted to apply for new countries in which to operate. Additionally, if Verifiers transferring from one approved VB to another approved VB have approval for a specific country that the new VB does not have, the following will apply:

The new VB will need to be approved at the country level for the Verifier's country approval to remain valid. During this period, the Verifier's approval for the mismatched country will be suspended until the new VB obtains approval for that country. Once the VB gets approval for the country, the Verifiers approval level for the same county will be reactivated.

FEE: \$615 per Verifier candidate

*Mandatory desktop review of the first verified assessment report from the new Verifier will help immediately identify quality gaps and train the Verifier

Verifier Eligibility Criteria: <https://slcp.zendesk.com/hc/en-us/articles/360019186313-Verifiers-how-to-become-one-and-maintain-an-approved-status>

Verifier Application: <https://fs26.formsite.com/Sumerra/SLCPVerifierApp/index>

New Verifier Application – CSCA in good standing

You are APSCA CSCA Auditor Member in good standing associated with an approved SLCP VB (APSCA Full/ Provisional/Applicant member) who wants to become an SLCP approved Verifier.

Per application cost covers: internal application review (less intensive); Verifier communications; VB dashboard; APSCA cross checking; exam; proctor fees; communication to SLCP; mandatory desktop review*

Please note that to conduct SLCP verifications, both the Verifier Body and Verifier must be approved for the country of verification. Application approval is needed at the VB country level before the related Verifier applications can be considered. In cases where Verifier applications are submitted for countries for which the VB has no approval, the Verifier application will be denied by the VOO, and the application fee will not be refunded. Note, only VBs with APSCA Full or Provisional Member status are permitted to apply for new countries in which to operate. Additionally, if Verifiers transferring from one approved VB to another approved VB have approval for a specific country that the new VB does not have, the following will apply:

The new VB will need to be approved at the country level for the Verifier's country approval to remain valid. During this period, the Verifier's approval for the mismatched country will



be suspended until the new VB obtains approval for that country. Once the VB gets approval for the country, the Verifiers approval level for the same county will be reactivated.

FEE: \$465 per Verifier candidate

*Mandatory desktop review of the first verified assessment report from the new Verifier will help immediately identify quality gaps and train the Verifier

Verifier Eligibility Criteria: <https://slcp.zendesk.com/hc/en-us/articles/360019186313-Verifiers-how-to-become-one-and-maintain-an-approved-status>

Verifier Application: <https://fs26.formsite.com/Sumerra/SLCPVerifierApp/index>

Supplemental Verifier Application – ASCA or CSCA

ASCA and CSCA process and fee is the same.

You are an already approved Verifier with APSCA ASCA or CSCA status in good standing, associated with an APSCA Full/ Provisional/ Applicant member and you want to apply for one or more new countries in which you want to operate.

Per application cost covers: one or multiple supplemental countries per Verifier; internal application review; Verifier communications; VB dashboard updates; APSCA cross checking

Please note that to conduct SLCP verifications, both the Verifier Body and Verifier must be approved for the country of verification. Application approval is needed at the VB country level before the related Verifier applications can be considered. In cases where Verifier applications are submitted for countries for which the VB has no approval, the Verifier application will be denied by the VOO, and the application fee will not be refunded. Note, only VBs with APSCA Full or Provisional Member status are permitted to apply for new countries in which to operate. Additionally, if Verifiers transferring from one approved VB to another approved VB have approval for a specific country that the new VB does not have, the following will apply:

The new VB will need to be approved at the country level for the Verifier's country approval to remain valid. During this period, the Verifier's approval for the mismatched country will be suspended until the new VB obtains approval for that country. Once the VB gets approval for the country, the Verifiers approval level for the same county will be reactivated.

FEE: \$190 per Verifier application (no limit on number of countries included in one supplemental application)

Verifier Eligibility Criteria: <https://slcp.zendesk.com/hc/en-us/articles/360019186313-Verifiers-how-to-become-one-and-maintain-an-approved-status>

Verifier Application: <https://fs26.formsite.com/Sumerra/SLCPVerifierApp/index>

3) How does the application payment process work?

- a) Verifier Body Scheme Managers or Administrators will complete the [SLCP VB/Verifier Application Fees - Payment Form](#)
- b) This form will initiate the billing process, where SLCP will issue an invoice to the Verifier Body for the selected items and the total amount. SLCP will be issuing invoices on a weekly basis. Pay special attention to the fields you are filling out,



because the invoice will be based on your selections which can include payment for both VB and Verifier applications within the same submission.

- c) Once SLCP receives the payment confirmation from the VB, the Verifier Body will receive a unique payment confirmation code from SLCP for each purchased item.

The Verifier Body can proceed to the Sumerra [VB Application](#), [Verifier Application](#) to submit their application(s) with the applicable payment confirmation code for each type of application. We recommend that VBs set up a payment tracking system to keep an inventory of used and unused payment codes, as each code can only be used once.

If any application is denied by Sumerra after review, a new application must be filed, paying the applicable fee(s) again.

Please review the application criteria in detail prior to payment form submission, because there are no refunds once the application is denied.

4) Which countries can I select during application?

Before submitting any applications, VBs can check the full list of countries open for verifications [here](#).

When submitting the application payment form, you are requested to select all the countries you would like to apply for at once. Please only apply for countries where your VB has prior social audit experience as a VB entity; applications with no listed prior experience will be denied. The countries are divided into 2 types:

- a) Countries/regions open for applications and verifications.
- b) Countries/regions with fee waiver: countries that are granted a fee waiver due to low Verifier/VB availability. The fee waiver countries are subject to change at any time due to changes in SLCP operations. SLCP will notify VBs at least two weeks in advance of any changes. The countries with a **fee waiver** are Austria, Egypt, Greece, Hungary, Israel, Japan, Jordan, Nicaragua, Sweden, and Ukraine.

*Three of the fee waiver countries- Egypt, Jordan, Nicaragua- **are currently open for application only.***

5) What do I need to keep in mind before submitting applications?

5.1 Clarifications in case of SLCP Verifier Bodies (APSCA Provisional or Full Member) who want to operate in one or more new countries

Only APSCA Full or Provisional Member Firms can submit applications to operate in one or more new countries. APSCA Applicant Member Firms are not allowed to conduct any verifications in additional countries until they achieve APSCA Provisional Member status. In cases where APSCA Applicant Member Firms pay for an application for supplemental countries, the application will be denied and the application fee will not be refunded.

5.2 Clarifications in case of SLCP Verifier Bodies who want to have one or more Verifiers (Verifiers must be APSCA ASCA or CSCA in good standing) approved to operate in one or more new countries



Please note that to conduct SLCP verifications, both the Verifier Body and Verifier must be approved for the country of verification.

Application approval is needed at the VB country level before the related Verifier applications can be considered. In cases where Verifier applications are submitted for countries for which the VB has no approval, the Verifier application will be denied and the application fee will not be refunded.

Therefore, VBs are expected to compare their list of approved countries to the Verifiers' list of approved countries prior to any supplemental application submissions. VBs will be responsible for all costs incurred for scenarios where the Verifiers submit supplemental applications for countries where the VBs do not have prior approval.

In cases where the VB is applying to have one or more Verifiers (Verifiers must be APSCA ASCA or CSCA in good standing) approved to operate in one or more new countries, the VB shall consider the following:

- 1) Is the VB already approved for that country?
 - a. **If no**, pay the application fee for VB supplemental country(ies), get the payment code from SLCP and proceed with submitting the VB country application to Sumerra. Only after you get approval for that country, proceed with submitting the Verifier application(s).
 - b. **If yes**, pay the application fee for Verifier supplemental country(ies), get the payment code from SLCP and proceed with submitting the Verifier country application to Sumerra.

5.3 Clarification on Verifiers transferring to other VBs

- **Can SLCP approved Verifiers with ASCA/CSCA status in good standing transfer their country approval to another VB?**

SLCP approved Verifiers with ASCA/CSCA status in good standing can transfer their previous country approval(s) to the new VB but only for the countries for which the new VB also has prior approval.

For countries where the new VB does not have approval, the country approval will be temporarily deactivated for the Verifiers. This is to prevent unapproved VBs from conducting verifications in these countries. To conduct SLCP verifications, both the Verifier Body and Verifier must be approved for the country of verification.

Only if the new VB is an APSCA Full or Provisional Member they can proceed with submitting a supplemental country application at the VB level to ensure full alignment between the VB and Verifier at the country level. Only then will the Verifier approval for the relevant countries be reactivated.

If the new VB is an APSCA Applicant Member Firm, they must first reach Provisional Member status and then submit a supplemental country application to ensure full alignment between the VB and Verifier at the country level.

Please remember that the new VB is required to carefully check all the countries for which the Verifier has approval and identify possible mismatches with its own countries of approval.



- **Can SLCP approved Verifiers without ASCA/CSCA status transfer their country approval to another VB?**

Non-APSCA Verifiers can transfer to another VB. These would only be Verifiers currently active because they are under an APSCA Applicant Member Firm. All non-APSCA Verifiers associated with APSCA Full or Provisional Member Firms were deactivated on July 1, 2024, as per the [Technical Bulletin "Requirements for eligibility and status maintenance– released July 1, 2024"](#) on APSCA alignment.

- If these non-APSCA Verifiers transfer to a new VB who is an APSCA Full or Provisional Member, they will be deactivated until they reach the minimum ASCA status in good standing. They can then be reinstated as long as their Verifier SLCP VSM approval is still valid. Their country approval will be active if the new VB is also approved for that country. If the VB is not approved for that country, the VB can submit a supplemental country application for the country(ies) where the (now) ASCA Verifier has approval. New country applications are permitted for APSCA Full and Provisional Members.
- If these non-APSCA Verifiers transfer to a VB who is an APSCA Applicant Member firm, they can remain non-APSCA Verifiers until the deadline of May 16, 2025 (see more details in the [Technical Bulletin "250509 APSCA Full Alignment Bulletin no 4 update Deadline extended May 16"](#) on APSCA alignment). These non-APSCA Verifiers cannot apply for approval for new countries and the APSCA Applicant Member firm cannot apply for any supplemental countries. These non-APSCA Verifiers can only continue doing verifications in countries they are already approved for and for which the VB also has country-level approval.

5.4 Clarification on supplemental countries fees

Supplemental VB applications and supplemental Verifier applications are charged per application. This means that no matter the number of countries listed in the application the VB and and/or the Verifier is applying for, the cost will not change.

If the application ONLY includes “fee waiver countries” then there will be no fee.

If the application is denied, e.g., due to lack of social audit experience, then a new payment form with payment of applicable fees and a new application form must be submitted.

5.5. Clarification in case application is rejected by SLCP

The application fees are charged and must be paid before the application is processed. The fees are not refundable.

5.6 Clarification in case Verifiers applying for SLCP fail to pass SLCP exams

The application fees for new applicant Verifiers cover 2 exam attempts. If the candidate Verifier fails the SLCP exam twice, the Verifier must apply again and pay the fee again. The fee amount will depend on the APSCA status of the applicant Verifier (\$615 per ASCA status in good standing or \$465 per CSCA status in good standing).

5.7 Information on the Verifier Body and Verifier application eligibility requirements (SLCP approval is not guaranteed and will be determined at the discretion of Sumerra/SLCP)

Please refer to the SLCP Helpdesk [APSCA Alignment Bulletin, "250509 APSCA Full Alignment Bulletin no 4 update Deadline extended May 16"](#).



- **Verifiers:** <https://slcp.zendesk.com/hc/en-us/articles/360019186313-Verifiers-how-to-become-one-and-maintain-an-approved-status>
- **VBs:** <https://slcp.zendesk.com/hc/en-us/articles/360022546654-Verifier-Bodies-VBs-how-to-become-one-and-maintain-an-approved-status>