

# COMPLIANCE TIMELINE

## PHASE 1 PREPARATION



**1 week – several months**  
*depending upon lender requirements*

- Evaluate current written policies and procedures to ensure they reflect current operations and document each of the seven pillars documented in the ALTA best practices. See *ALTA Best Practices Policy and Procedure Creation Guidance*.
- Consider a CRI Readiness Assessment of your organization's policies and procedures if looking for extra help.

Compliance with ALTA best practices protects consumers, promotes quality service, provides for ongoing employee training, and meets legal and market requirements.

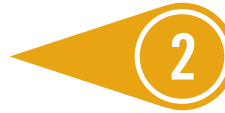
## PHASE 3 TEST/REPORT



**2 – 4 weeks**

- Gather documentation requested by the third-party vendor. (Timetable is approximately 1 – 3 days per location.)
- ALTA compliance testing procedures performed.
- Reporting completed.
- Certification results provided.
- Certification issued (if appropriate).

## PHASE 2 READINESS ASSESSMENT



**1 – 3 months**  
*depending upon lender requirements*

- Assessment may be performed:
  - » Internally, and/or
  - » Externally – recommended. (This testing is generally performed in less than one week.)
- Document compliance with new/updated policies and procedures aligned with ALTA best practices.
- Develop and execute a plan to remediate any deficiencies in policies and procedures.



### WHAT IS A CRI READINESS ASSESSMENT?

CRI's Readiness Assessment provides an initial evaluation of your company's ability to pass the certification. It's based on the ALTA framework and information you provide through a preliminary questionnaire, as well as any follow-up communications via emails and teleconferences. Results generate a list of areas that may require remediation in order for your company to pass the certification process. If needed, CRI can also deliver remediation suggestions as a separate engagement.

