

AMC Registry Data and Fee Collection Examples

The following examples provide guidance for States to collect the necessary data and registry fees to place AMCs on the AMC Registry. States should discuss other options with their ASC Policy Manager. Policy Manager State assignments and contact information are available at www.asc.gov.

Each example addresses:

- Populating the AMC Registry in conjunction with a State’s renewal process
- Populating the AMC Registry upon State registration of a new AMC

Definitions

- **AMC Registry Fee Term:** 12-month term that an AMC is active on the AMC Registry.
- **Fee Calculation Period:** 12-month period the State uses to calculate an AMC’s registry fee.
- **State Registration Term:** State assigned period of time an AMC registration is valid with the State.

Example A: Varying State Registration Terms

This example applies to a State where each State Registration Term varies dependent on the month the AMC became registered. Therefore, the AMC Registry Fee Term and Fee Calculation Period may also vary dependent on each AMC’s State Registration Term.

Populating the AMC Registry in conjunction with a State’s renewal process

Assumptions:

- The AMC (referred to as *J. Doe AMC*) meets the AMC Rule’s definition including Panel Size Threshold and Ownership Limitations (see webinar at www.ASC.gov titled: Implementation of AMC Programs for State Regulators <https://www.asc.gov/Pages/ViewWhatsNew.aspx?ID=116>).
- The State issues *J. Doe AMC*’s first registration for a one-year State Registration Term and the State Registration Term commences on the date of initial registration and runs for one year (or more) from that date.
- The State would like the effective and expiration dates shown on the AMC Registry to match the State Registration Term.
- The State Registration Term for *J. Doe AMC* is 1/1/19 to 12/31/19.

State Actions:

1. Verify the AMC (referred to as *J. Doe AMC*) meets the AMC Rule’s definition including Panel Size Threshold and Ownership Limitations.

2. Determine the AMC Registry Fee Term for *J. Doe AMC* is 1/1/19 to 12/31/19. (These dates were selected so that this AMC's AMC Registry Fee Term and the State Registration Term are the same time frame.)
3. Determine the Fee Calculation Period for *J. Doe AMC* is 7/1/17 to 6/30/18. (This allows the State 6 months to send out renewal notices with AMC registry fee calculation information, receive the completed renewal form and payment, process the renewal and fee, and submit data, via the Extranet, to the ASC for inclusion on the AMC Registry.)¹
4. Enter *J. Doe AMC* onto the AMC Registry using the Extranet application prior to 1/1/19 (see tutorial at www.ASC.gov titled: AMC Extranet Walk Through).
5. Submit *J. Doe AMC*'s registry fee to the ASC once invoiced.

In the case of a multi-year State Registration Term, the State will repeat steps 1-5 annually prior to the expiration of each AMC Registry Fee Term.

Populating the AMC Registry upon State registration of a new AMC

Assumptions:

- *J. Doe AMC* meets the AMC Rule's definition including Panel Size Threshold and Ownership Limitations (see webinar at www.ASC.gov titled: Implementation of AMC Programs for State Regulators <https://www.asc.gov/Pages/ViewWhatsNew.aspx?ID=116>).
- The State issues *J. Doe AMC*'s first registration for a one-year State Registration Term and the State Registration Term commences on the date of initial registration and runs for one year from that date.
- The State would like the effective and expiration dates shown on the AMC Registry to match the State Registration Term.
- The State Registration Term for *J. Doe AMC* in this example is 1/1/19 to 12/31/19.

State Actions:

1. Verify the AMC (referred to as *J. Doe AMC*) meets the AMC Rule's definition including Panel Size Threshold and Ownership Limitations.
2. Determine the AMC Registry Fee Term (same as the State Registration Term for *J. Doe AMC*: 1/1/19 to 12/31/19).
3. Determine the Fee Calculation Period (the State may select any 12-month period that is prior to registration of the AMC with the State).
4. Enter *J. Doe AMC* on the AMC Registry via the Extranet (see tutorial at www.ASC.gov titled: AMC Extranet Walk Through). The AMC Registry effective date will be the State registration issue date and the term will run for one year. In this example the State registration issue date is 1/1/19. Therefore, this AMC's first AMC Registry Fee Term will be 1/1/19 to 12/31/19.
5. Pay the AMC registry fee once invoiced.

Because in this example the State's Registration Terms vary dependent on the month the AMC became registered, the AMC Registry Fee Term is also dependent on the month the AMC was registered. Therefore, if an AMC is initially registered on 5/1/19, the AMC Registry Fee Term

¹ When populating the AMC Registry in conjunction with a State's renewal process, the State will need sufficient time following the Fee Calculation Period to process the renewal and populate the AMC Registry prior to the expiration of the State Registration and/or AMC Registry Fee Terms.

and the State Registration Term will be the same: 5/1/19 to 4/30/20. If registered on 6/1/19: the terms would be 6/1/19 to 5/31/20, and so on. Requests to prorate registry fees will not be granted.

Example B: Static State Registration Terms

This example applies to a State where all AMC State Registration Terms expire on the same date. Therefore, the State knows in advance what the AMC Registry Fee Term, State Registration Term, and Fee Calculation Period may be for all the State's AMCs.

Populating the AMC Registry in conjunction with a State's renewal process

Assumptions:

- The AMC meets the AMC Rule's definition including Panel Size Threshold and Ownership Limitations (see webinar at www.ASC.gov titled: Implementation of AMC Programs for State Regulators <https://www.asc.gov/Pages/ViewWhatsNew.aspx?ID=116>).
- The AMC Registry Fee Terms are 7/1/19 to 6/30/20, 7/1/20 to 6/30/21, and so on.
- The AMC Fee Calculation Periods are 1/1/18 to 12/31/18, 1/1/19 to 12/31/19, and so on.
- The State Registration Terms (2-year terms) are 7/1/19 to 6/30/21, 7/1/21 to 6/30/23, and so on.
- The State would like the effective date on the AMC Registry to match the State's issue date and the expiration date on the AMC Registry to be the same month and day of the State's assigned expiration date (in this example 7/1 to 6/30).

Because the State has a 2-year State Registration Term, the AMC Registry Fee and State Registration Term expiration dates will not match until the last year of the State Registration Term.

State Actions:

1. Verify the AMC meets the AMC Rule's definition including Panel Size Threshold and Ownership Limitations.
2. Determine the AMC Registry Fee Term (for all renewing AMCs, the State selected 7/1/19 to 6/30/20 to coincide with the AMC State Registration Term).
3. Determine the Fee Calculation Period (for all AMCs due to renew before 7/1/19, the State selected 1/1/18 to 12/31/18 which allows the State 6 months to send out renewal notices with AMC registry fee calculation information, receive the completed renewal form and payment, process the renewal and fee, and submit data, via the Extranet, to the ASC for inclusion on the AMC Registry).²
4. Prior to 7/1/19, enter AMCs onto the AMC Registry using the Extranet application (see tutorial at www.ASC.gov titled: AMC Extranet Walk Through). This places the AMCs on the AMC Registry for one year.
5. Submit the AMC Registry fees to the ASC once invoiced.

Repeat steps 1-5 prior to the end of the AMC Registry Fee Term.

² *Id.*

Populating the AMC Registry upon State registration of a new AMC

Assumptions:

- The AMC meets the AMC Rule's definition including Panel Size Threshold and Ownership Limitations (see webinar at www.ASC.gov titled: Implementation of AMC Programs for State Regulators).
- The State issues a new AMC's registration on 12/1/19, partway through the 2-year State Registration Term. Therefore, the new AMC's registration commences on 12/1/19 and expires on 6/30/21 (19 months).
- The State would like the effective date on the AMC Registry to match the State's issue date, and the expiration date on the AMC Registry to match the month and day of the State's expiration date (6/30/21).

Because the State has a 2-year State Registration Term, the AMC Registry Fee and State Registration Term expiration dates will not match until the last year of the State Registration Term.

State Actions:

1. Verify the AMC meets the AMC Rule's definition including Panel Size Threshold and Ownership Limitations.
2. Determine the AMC Registry Fee Term. (In this example, the AMC applied partway through the 2-year State Registration Term. Therefore, the new AMC's registration commences on 12/1/19 and expires on 6/30/21.)
3. Determine the Fee Calculation Periods. (The Fee Calculation Period could be the same that was used for AMCs that renewed before 7/1/19 or another Fee Calculation Period deemed appropriate by the State.)
4. Enter the AMC on the AMC Registry via the Extranet (see tutorial at www.ASC.gov titled: AMC Extranet Walk Through). The AMC Registry effective date will be 12/1/19 and the expiration will be 6/30/20. Therefore, the first AMC Registry Fee Term will be less than 1 year. Requests to prorate the AMC registry fee will not be granted.
5. Pay the AMC registry fee once invoiced.

For renewal, follow Example B: Populating the AMC Registry in conjunction with a State's renewal process.