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THE APPLICATION PROCESS: WHAT TO EXPECT

The following outlines the requirements of each phase of the application process for Standard & Local License applicants.

Phase I

1. Complete the license application.
2. Pay the application fee via credit card, check or money order (bank drafts must be drawn from a U.S. bank).
3. Send a generic quality sample of each product for which you are requesting licensure.
4. Complete and submit the Corporate Responsibility and Supply Chain Compliance Questionnaire, including the Factory/Supplier Information Form, if required by one or more of the institutions for which you are applying.

Phase II

1. Obtain insurance and provide CLC with a copy of the certificate of insurance and additional insured endorsement. Please reference the CLC Insurance Information Packet for requirements.
2. Register for Logos on Demand.
3. Submit institution-specific artwork via MyCLC.
4. Provide CLC with Authorized Manufacturers Agreements from all applicable suppliers/finishers that will be used throughout the product manufacturing process.
5. Fully disclose factory site locations for vendor/suppliers, including your own business location, to CLC.
6. Pre-order "Officially Licensed Collegiate Product" hologram labels or hangtags through JPatton.
7. Provide finished product samples for the applicable institutions that maintain this requirement.
8. Register with the Fair Labor Association ("FLA") if obtaining a license for one or more FLA affiliated institutions.

Phase III

1. Review and sign CLC's Special Agreement regarding Labor Codes of Conduct.
2. Pay royalty advances via check for all applicable institutions.
3. Review and sign the CLC Standard Retail Product License Agreement.
4. Hologram labels will be shipped by JPatton once the CLC License Agreement is fully executed by CLC.

Please pay close attention and submit thorough responses through all steps of the process. CLC sends notices via MyCLC or email if you fail to properly meet the requirements within each phase or if there are questions regarding your submission, so please check these communication tools regularly during the process.