AUPHA

Undergraduate Certification Review Timetable
2022-2023 Review Year

Date	Responsible Party	Activity
By May 6, 2022	AUPHA	AUPHA contacts Full Undergraduate programs due for renewal and interested Associate Undergraduate programs on intent to stand for certification.
By May 20, 2022	Programs	Programs notify AUPHA of intent to stand for certification or request an extension, if eligible.
May 24, 2022	AUPHA	AUPHA sends application, self-study guide and eligibility survey to programs intending to stand for certification.
By July 8, 2022	Programs	Programs complete and submit application, eligibility survey, and review fee to AUPHA.
By July 15, 2022	AUPHA	AUPHA notifies programs if they passed eligibility.
Mid-July 2022	AUPHA	Pre-certification webinar to review certification process.
August-October 2022	AUPHA/UPC	AUPHA and UPC Leadership select and approve review teams and chairs.
By December 9, 2022	Programs	Programs submit self-study to AUPHA.
By December 16, 2022	AUPHA	AUPHA reviews self-studies and distributes copies to review teams.
Early January 2023	Review Teams/AUPHA	Online reviewer training sessions. After training sessions, AUPHA provides Review Team Chairs with final report template.
By January 16, 2023	Review Teams	Review team chairs to make initial contact with program directors. Review teams begin review of self-study.
By March 3, 2023	Review Team Chairs	Review team chairs request additional information from programs with copy to AUPHA.
By March 17, 2023	Programs	Programs respond with additional information requested.
By April 29, 2022	Review Team Chairs	Review team chairs contact programs (copied to AUPHA,) identifying specific issues for discussion during June review panel.
Mid-Late April 2023	All	AUPHA works with Programs and Review Teams to schedule and organize online panel reviews to take place during the month of June.
By May 14, 2023	Review Team Chairs	Review team chairs send initial draft of report to review team members.
June 5 – 15 2023	All	Virtual panel reviews are held.
By July 8, 2023	Programs/Review Teams	Programs provide review team and AUPHA with any additional information requested during panel review. Review teams begin final efforts on report.
By August 11, 2023	AUPHA/Review Team Chairs	Review team chairs send draft reports to AUPHA for review. AUPHA sends draft report to volunteer "readers" for first review.
By August 25, 2023	AUPHA/Review Team Chairs	Readers send report back to review team/AUPHA with any comments. Review team chairs make any final changes to report.
By August 30, 2023	AUPHA	AUPHA reviews draft reports and forwards them to certifying programs for comment with copy to review team.
By September 12, 2023	Programs	Programs respond in writing to chairs, with a copy to AUPHA, correcting any factual errors and omissions in the report.

By September 19, 2022	Review Team Chairs	Review team chairs send final reports to AUPHA with recommended action. AUPHA forwards to programs.
October 2023	AUPHA Board/AUPHA	The AUPHA Board of Directors acts on recommendations. AUPHA staff notifies programs of Board's action after board meeting.
By January 22, 2025	Programs	If required, programs send interim report to on any criteria deemed partially or not met to AUPHA.
By February 26, 2025	AUPHA	AUPHA and UPC leadership review interim reports and contact programs with results.