



## Undergraduate Certification Review Timetable 2024-2025 Review Year

Date	Responsible Party	Activity
By May 2, 2024	AUPHA	AUPHA contacts Full Undergraduate programs due for renewal and interested Associate Undergraduate programs on intent to stand for certification.
By May 16, 2024	Programs	Programs notify AUPHA of intent to stand for certification or request an extension, if eligible.
May 23, 2024	AUPHA	AUPHA sends application, self-study guide and eligibility survey to programs intending to stand for certification.
By July 9, 2024	Programs	Programs complete and submit application, eligibility survey, and review fee to AUPHA.
By July 22, 2024	AUPHA	AUPHA notifies programs if they passed eligibility.
Mid-July 2024	AUPHA	Pre-certification webinar to review certification process.
August-September 2024	AUPHA	AUPHA puts out a call for volunteers to serve on review teams
October	AUPHA	Review teams are formed and vetted for conflicts of interest
November 1	AUPHA/UPC	AUPHA and UPC leadership approve review teams and chairs
By December 5, 2024	Programs	Programs submit self-study to AUPHA.
By December 12, 2024	AUPHA	AUPHA reviews self-studies and distributes copies to review teams.
Early January 2025	Review Teams/AUPHA	Online reviewer training sessions. After training sessions, AUPHA provides Review Team Chairs with final report template.
By January 16, 2025	Review Teams	Review team chairs to make initial contact with program directors. Review teams begin review of self-study.
By March 4, 2025	Review Team Chairs	Review team chairs request additional information from programs with copy to AUPHA.
By March 20, 2025	Programs	Programs respond with additional information requested.
By April 24, 2025	Review Team Chairs	Review team chairs contact programs (copied to AUPHA,) identifying specific issues for discussion during June review panel.
Mid-Late April 2025	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 15, 2025	Review Team Chairs	Review team chairs send initial draft of report to review team members.
June 16 – 27, 2025	All	Virtual panel reviews are held.
By July 10, 2025	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 July 24, 2025	Review Team Chairs	Review team chairs send draft reports to AUPHA for review.
By July 28, 2025	AUPHA	AUPHA sends draft report to certifying programs for comment.
By August 12, 2025	Programs	Programs respond in writing to AUPHA, correcting any factual errors and omissions in the report.

<b>By August 14, 2025</b>	AUPHA	AUPHA forwards draft reports and program feedback to volunteer “readers” for review.
<b>By August 27, 2025</b>	External Readers	Readers send report back to review team/AUPHA with any comments.
<b>By August 29, 2025</b>	AUPHA	AUPHA forwards all comments for revision (from programs and external readers) to review team chairs.
<b>By September 15, 2025</b>	Review Team Chairs	Review team chairs make any final changes and send final reports to AUPHA with recommended action.
<b>October 2025</b>	AUPHA Board/AUPHA	The AUPHA Board of Directors acts on recommendations. AUPHA staff notifies programs of Board's action after board meeting.
<b>By January 21, 2027</b>	Programs	If required, programs send interim report to on any criteria deemed partially or not met to AUPHA.
<b>By February 25, 2027</b>	AUPHA	AUPHA and UPC leadership review interim reports and contact programs with results.