Undergraduate Certification Review Timetable
2023-2024 Review Year

Date	Responsible Party	Activity
By May 4, 2023	AUPHA	AUPHA contacts Full Undergraduate programs due for renewal and interested Associate Undergraduate programs on intent to stand for certification.
By May 18, 2023	Programs	Programs notify AUPHA of intent to stand for certification or request an extension, if eligible.
May 25, 2023	AUPHA	AUPHA sends application, self-study guide and eligibility survey to programs intending to stand for certification.
By July 6, 2023	Programs	Programs complete and submit application, eligibility survey, and review fee to AUPHA.
By July 17, 2023	AUPHA	AUPHA notifies programs if they passed eligibility.
Mid-July 2023	AUPHA	Pre-certification webinar to review certification process.
August - September 2023	AUPHA	AUPHA puts out a call for volunteers to serve on review teams
By November 2023	AUPHA/UPC	AUPHA and UPC Leadership select and approve review teams and chairs.
By December 7, 2023	Programs	Programs submit self-study to AUPHA.
By December 14, 2023	AUPHA	AUPHA reviews self-studies and distributes copies to review teams.
January 2024	Review Teams/AUPHA	Online reviewer training sessions. After training sessions, AUPHA provides Review Team Chairs with final report template.
By January 16, 2024	Review Teams	Review team chairs to make initial contact with program directors. Review teams begin review of self-study.
By March 1, 2024	Review Team Chairs	Review team chairs request additional information from programs with copy to AUPHA.
By March 18, 2024	Programs	Programs respond with additional information requested.
By April 30, 2024	Review Team Chairs	Review team chairs contact programs (copied to AUPHA,) identifying specific issues for discussion during June review panel.
Mid-Late April 2024	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 16, 2024	Review Team Chairs	Review team chairs send initial draft of report to review team members.
June 17 – 28 2024	All	Virtual panel reviews are held.
By July 15, 2024	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 8, 2024	AUPHA/Review Team Chairs	Review team chairs send draft reports to AUPHA for review. AUPHA sends draft report to programs for comment.
By August 22, 2024	AUPHA/Review Team Chairs	Programs respond in writing to AUPHA, correcting any factual errors and omissions in the report.
By August 29, 2024	AUPHA	AUPHA sends draft reports and program comments to the Undergraduate Program Committee for external review.

By September 12, 2024	Programs	UPC sends report back to review team/AUPHA with any comments. Review team chairs make any final changes to report.
By September 26, 2024	Review Team Chairs	Review team chairs send final reports to AUPHA with recommended action.
October 2024	AUPHA Board/AUPHA	The AUPHA Board of Directors votes on recommendations. AUPHA staff notifies programs of Board's action after board meeting.
By January 22, 2026	Programs	If required, programs send interim report to AUPHA on any criteria deemed partially or not met.
By February 26, 2026	AUPHA	AUPHA and UPC leadership review interim reports and contact programs with results.