



## 2010 Arizona Quality Alliance Performance Excellence Program Schedule

Date	Who	Where	Task/Item
Feb/Mar/April	Potential Examiners/ Applicants	Phoenix, Tucson	Arizona Performance Excellence Program Informational Sessions
May 3	Applicants	AQA Office	Completed Intent to Apply forms due
April / May	Applicants	TBD	Workshop- Making Your SC Application the Best It Can Be & How to Write an SQA Application
May 14	Potential Examiners	AQA Office	Examiner Applications Due for Performance Excellence Program
May 20	Introductory Examiners*		Pre-work for Introductory Examiner Training - bring completed to Introductory training (* <b>Introductory</b> = 2 or less yrs of examiner experience w/in last 3 yrs)
May 27 7:30 AM – 5 PM	Introductory Examiners*	TBD - Phoenix	Introductory Examiner Training (Offered twice; Introductory Examiners <b>MUST</b> take May 27 <b>OR</b> June 3)
June 3 7:30 AM – 5 PM	Introductory Examiners*	TBD - Tucson	Introductory Examiner Training (Offered twice; Introductory examiners <b>MUST</b> take May 27 <b>OR</b> June 3)
June 11	All Examiners		Pre-work for Stage 1 Examiner Training – mandatory for all examiners; bring completed to Stage 1 Training
June 23 7:30 AM – 5 PM	All Examiners	TBD - Phoenix	Examiner Stage 1 Training Session (Offered twice; ALL examiners <b>MUST</b> take June 23 <b>OR</b> July 7) (inc. software)
July 7 7:30 AM – 5 PM	All Examiners	TBD - Tucson	Examiner Stage 1 Training Session (Offered twice; ALL examiners <b>MUST</b> take June 23 <b>OR</b> July 7) (inc. software)
July 16	Applicants	AQA Office	Completed Awards Applications
July 19-22	AQA		Selection of Examination Teams and Lead Examiners
July 23	AQA		Distribute applications and supporting materials to examination teams & determine monitors
July 26-27	Lead Examiners & AQA	Virtual 1:30-3:30	Site Visit Responsibilities Training and initial applicant contact– two hours to be scheduled
July 27-28	All Examiners	TBD	2 hrs. for Stage 1 Software
July 26- Aug 16	Examiners		Stage 1 - Independent Review of Applications
Aug 11	Applicants	TBD	Workshop – “How to Prepare for a Site Visit”
Aug 17-19 7:30 AM – 5 PM	Examiners	TBD - Phoenix	Examiner Stage 2 & 3 Training Session – <b>2 - 2.5 days; all days mandatory (add'l lead training) Mentors half day</b>
Aug 23- Sep 17	Examiners & Mentors		Examiners Stage 2 – Team Meeting (1-2 days) & Consensus report completed
Sep 20	Lead Examiners	AQA office	Consensus scorebooks & scoring sheets with mentor review due
Sep 20 - 26	Examiners & Mentors		Site Visit Preparation
Sep 27 – Oct 8	Examiners/Mentors Applicant		Stage 3 - Site Visits completed (Site Visit time based on applicant type)
Oct 15	Examiners	AQA office	Draft Feedback Reports with mentor review due
Oct 19	Judges	TBD	Panel of Judges Training
Nov 10	Judges	TBD	Stage 4 - Panel of Judges Meeting
Nov 11 – 29	Judges & Lead Examiners		Finalize feedback report
Nov 13 – 29	AQA		Stage 5 - Final Due Diligence conducted
Nov 29	Lead Examiners	AQA Office	Final Feedback Reports due
Nov 30 - Dec 3	AQA		Applicants notification of selection/non-selection
Early Dec	AQA		News Release distributed reporting Recipients
Early-Mid Dec	AQA		Editing of feedback reports
Mid Dec	AQA		Feedback Reports provided to all applicants
Feb 2011	AQA	TBD	Recognition Banquet for Recipients and Volunteers

*(Dates are tentative as of 1/11/10 for TBD locations)*

*(Information in red has changed since ...)*

**Updated ...**