



## 2011 Arizona Quality Alliance Performance Excellence Program Schedule

Date	Who	Where	Task/Item
Feb 9 Mar 8&10 <b>April 19</b>	Potential Examiners/ Applicants	Phoenix Tucson & Phoenix Scottsdale	Arizona Performance Excellence Program Informational Sessions
<b>May 2</b>	<b>Applicants</b>	<b>AQA Office</b>	<b>Completed Intent to Apply forms due</b>
May 5	SC Applicants	AmeriTech College, Phoenix	Workshop- Making Your SC Application the Best It Can Be
<b>May 13</b>	<b>Potential Examiners</b>	<b>AQA Office</b>	<b>Examiner Applications Due for Performance Excellence Program</b>
May 17	Introductory Examiners*		(TBD) Pre-work for Introductory Examiner Training sent out - bring completed to Introductory training (* <b>Introductory</b> = 2 or less yrs of examiner experience w/in last 3 yrs)
<b>May 24</b> 7:30 AM – 5 PM	Introductory Examiners*	Univ. of Phoenix Phoenix	Introductory Examiner Training (Offered twice; Introductory Examiners <b>MUST</b> take May 24 <b>OR</b> June 2)
June 2 7:30 AM – 5 PM	Introductory Examiners*	Bouchard Quality Mgmt. Office, Tucson	Introductory Examiner Training (Offered twice; Introductory examiners <b>MUST</b> take May 24 <b>OR</b> June 2)
June 11	All Examiners		(TBD) Pre-work for Stage 1 Examiner Training sent – mandatory for all examiners; bring completed to Stage 1 Training
<b>June 22</b> 7:30 AM – 5 PM	All Examiners	Univ. of Phoenix Phoenix	Examiner Stage 1 Training Session (Offered twice; ALL examiners <b>MUST</b> take June 22 <b>OR</b> July 7) (inc. software)
July 7 7:30 AM – 5 PM	All Examiners	Bouchard Quality Mgmt. Office, Tucson	Examiner Stage 1 Training Session (Offered twice; ALL examiners <b>MUST</b> take June 22 <b>OR</b> July 7) (inc. software)
<b>July 13 or 20</b>	<b>All Examiners</b>	<b>Univ. of Phoenix Phoenix</b>	<b>2-3 hours – In-person Computer Lab Software Training for Stage 2</b>
<b>July 15</b>	<b>Applicants</b>	<b>AQA Office</b>	<b>Completed Awards Applications due</b>
July 18-21	AQA		Selection of Examination Teams, Leads, & Mentors
July 22	AQA		Distribute applications and supporting materials to examination teams
<b>July 26</b>	<b>Lead Examiners &amp; AQA</b>	<b>Univ. of Phoenix Phoenix</b>	<b>2-3 hours Lead Software Training in computer lab; Site Visit Responsibilities; and initial applicant contact</b>
July 27-28	All BOE	TBD if necessary	2 hrs. for Stage 1 Software Training
July 25- Aug 16	Examiners		Stage 1 - Independent Review of Applications
Aug	Applicants	TBD	Workshop – “How to Prepare for a Site Visit”
<b>Aug 16-18</b> 7:30 AM – 5 PM	Examiners / Mentors	Univ. of Phoenix Phoenix	Examiner Stage 2 & 3 Training Session – <b>3 days / all days mandatory (add'l lead training) Mentors half day</b>
Aug 22- Sep 16	Examiners & Mentors		Examiners Stage 2 – Team Meeting (1-2 days) & Consensus report completed
Sep 19	Lead Examiners	AQA office	Consensus scorebooks & scoring sheets with mentor review due
Sep 19 - 25	Examiners & Mentors		Site Visit Preparation
Sep 26 – Oct 7	Examiners/Mentors Applicant		Stage 3 - Site Visits completed (Site Visit time based on applicant type)
Oct 14	Examiners	AQA office	Draft Feedback Reports with mentor review due
Oct 18	Judges	Univ. of Phoenix Phoenix	Panel of Judges Training
Nov 9	Judges	Univ. of Phoenix Phoenix	Stage 4 - Panel of Judges Meeting
Nov 10 – 28	Judges & Lead Examiners		Finalize feedback report
Nov 10 – 25	AQA		Stage 5 - Final Due Diligence conducted
Nov 28	Lead Examiners	AQA Office	Final Feedback Reports due
Nov 29 - Dec 2	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 2012	AQA	TBD	Recognition Banquet for Recipients and Volunteers

*(Changes & Additions are noted in red) – as of 3/15/11*