



2012 Arizona Quality Alliance Performance Excellence Program Schedule

Date	Who	Where	Task/Item
Feb 7 Mar 8 & 20	Potential Examiners/ Applicants	Scottsdale Phoenix	Arizona Performance Excellence Program Informational Sessions
April 30	Applicants	AQA Office	Completed Intent to Apply forms due
April 12 & April 26	SC Applicants	Scottsdale Unified School District Office	Workshop- "Making Your Showcase In Excellence Application the Best It Can Be" Session 1 (April 12) & Session 2 (April 26)
May 11	Potential Examiners	AQA Office	Examiner Applications Due for Performance Excellence Program
May 15	Introductory Examiners*		(TBD) Pre-work for Introductory Examiner Training sent out - bring completed to Introductory training (* Introductory = 2 or less yrs of examiner experience w/in last 3 yrs)
May 22 7:30 AM – 5 PM	Introductory Examiners*	Univ. of Phoenix Phoenix	Introductory Examiner Training (Offered twice; Introductory Examiners MUST take May 22 OR Tucson date if avail)
Late May / Early June	Introductory Examiners*	Tucson – if needed	Introductory Examiner Training (Offered twice; Introductory Examiners MUST take May 22 OR Tucson date if avail)
June 13	All Examiners		(TBD) Pre-work for Stage 1 Examiner Training sent – mandatory for all examiners; bring completed to Stage 1 Training
June 20 7:30 AM – 5 PM	All Examiners	Univ. of Phoenix Phoenix	Examiner Stage 1 Training Session (Offered twice; ALL examiners MUST take June 20 OR Tucson date if available (includes initial Software training)
Late June / Early July	All Examiners	Tucson – if needed	Examiner Stage 1 Training Session (Offered twice; ALL examiners MUST take June 20 OR Tucson date if available (includes initial Software training)
July 11 or 17	All Examiners, Mentors & Judges	Univ. of Phoenix Phoenix	2-3 hours – In-person Computer Lab Software Training for Stage 2
July 13	Applicants	AQA Office	Completed Awards Applications due
July 16-19	AQA		Selection of Examination Teams, Leads, & Mentors
July 20	AQA		Distribute applications and supporting materials to examination teams
July 23	Lead Examiners & AQA	Univ. of Phoenix Phoenix	2-3 hours Lead Software Training in computer lab; Site Visit Responsibilities; and initial applicant contact
July 23- Aug 13	Examiners		Stage 1 - Independent Review of Applications
Aug	Applicants	TBD	Workshop – “How to Prepare for a Site Visit”
Aug 14-16 7:30 AM – 5 PM	Examiners / Mentors	Univ. of Phoenix Phoenix	Examiner Stage 2 & 3 Training Session –3 days / all days mandatory (Mentors half day in PM each day)



2012 Arizona Quality Alliance Performance Excellence Program Schedule (*continued*)

Date	Who	Where	Task/Item
Aug 20- Sep 7	Examiners & Mentors		Examiners Stage 2 – Team Meeting (1-2 days) & Consensus report completed
Sep 10	Lead Examiners	AQA office	Consensus scorebooks & scoring sheets with mentor review due
Sep 10-14	Examiners & Mentors		Site Visit Preparation
Sep 17 – 21 Oct 1 – 5	Examiners/Mentors/ Applicants		Stage 3 - Site Visits completed (Site Visit time based on applicant type)
Oct 12	Examiners	AQA office	Draft Feedback Reports with mentor review due
Oct 17	Judges	Univ. of Phoenix Phoenix	Panel of Judges Training
Nov 7	Judges	Univ. of Phoenix Phoenix	Stage 4 - Panel of Judges Meeting
Nov 8 – 25	Judges & Lead Examiners		Finalize feedback report
Nov 9 – 23	AQA		Stage 5 - Final Due Diligence conducted
Nov 26	Lead Examiners	AQA Office	Final Feedback Reports due
Nov 27 – 30	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 2013	AQA	TBD	Recognition Banquet for Recipients and Volunteers