



## 2018 Southwest Alliance Performance Excellence Program Schedule

Date	Who	Where	Task/Item
May 4	Applicants	SWAE Office	Completed Intent to Apply forms due
<b>May 11</b>	Potential Examiners	SWAE Office	Examiner Applications Due for Performance Excellence Program
May 18	All Examiners trained in Las Vegas		Pre-work for Examiner Training sent out – mandatory for all examiners bring completed on June 5
<b>May 22</b> 9:30 -11:30 AM	All Examiners attending Nevada training	Webinar	Introductory Examiner Training **If necessary
<b>* June 5, 6 &amp; 7</b> 7:30 AM – 5 PM	All Examiners trained in Nevada	TBD Nevada	Examiner Training – Stage 1, 2 & 3 In person only **If necessary
June 1	All Examiners trained in Phoenix		Pre-work for Examiner Training sent out – mandatory for all examiners bring completed on June 19
<b>June 4</b> 9:30 - 11:30 AM	All Examiners attending Phoenix training	Webinar	Introductory Examiner Training
<b>* June 19, 20 &amp; 21</b> 7:30 AM – 5 PM	All Examiners trained in Phoenix	DVUSD Phoenix, AZ	Examiner Training- Stage 1, 2 & 3
June 27 1:30-4:30 PM	Lead Examiners & SWAE	Webinar	2-3 hours Lead & Software Training; Site Visit Responsibilities; and initial applicant contact
June 28 1:30-3:30 PM	All Examiners including Leads	Webinar	SBN JIT Training for Independent Review
July 9	Applicants	SWAE Office	Completed Awards Applications due
July 9-11	SWAE		Selection of Examination Teams, Leads, & Mentors
July 11	SWAE		Distribute applications and supporting materials to examination teams
July 12 1:00-3:30PM	Mentors	Webinar	Mentor Training Webinar
July 12 – Aug 6	Examiners		Stage 1 - Independent Review of Applications
Aug 2	All Examiners & Leads 9:30-10:30; Leads only 10:30-11:30	Webinar	SBN JIT Training for Consensus
Aug 6 – Sept 9	Examiners & Mentors		Examiners Stage 2 – Team Conference Calls/Webinars (8-16 hours) & Consensus report completed
Aug 8 1:00-3:30 PM	Applicants	TBD	Workshop – “How to Prepare for a Site Visit” - Sandy
Aug 30	All Examiners 1:30-2:30; Leads 1:30-3:30	Webinar	SBN JIT Training for Site Visit
Sep 10	Lead Examiners	SWAE	Consensus scorebooks & scoring sheets with mentor review due
Sep 10-21 or 28	Examiners & Mentors		Site Visit Preparation
<b>Sep 23-28 &amp; Sep 30 - Oct 5</b>	<b>Examiners/Mentors/ Applicants</b>		<b>Stage 3 - Site Visits completed (Site Visit time based on applicant type)</b>
Oct 15	Examiners	SWAE	Draft Feedback Reports with mentor review due (send to tech editor)
Oct 19 1:00-4:00PM	Judges	TBD	Panel of Judges Training
Nov 5	Judges	TBD	Stage 4 - Panel of Judges Meeting
Nov 5 – 19	Judges & Lead Examiners		Finalize feedback report with tech edits
Nov 12-19	SWAE		Stage 5 - Final Due Diligence conducted
Nov 19	Lead Examiners	SWAE	Final Feedback Reports due
Nov 26 – 30	SWAE		Applicants notification of selection/non-selection
Dec 3	SWAE		News Release distributed reporting Recipients
Nov 20 – Dec 9	SWAE		Editing of feedback reports
Mid Dec TBD	SWAE		Feedback Reports provided to all applicants
Jan/Feb. 2019	SWAE	TBD	Recognition Banquet for Recipients and Volunteers

**Examiner Information**  
**Applicant Information**

Revised 2/5/18

**SBN: Scorebook Navigator Software**

\*Examiners/Mentors/Judges must attend Webinar and one of the 3 day examiner training sessions

\*\*If necessary = minimum number of Examiner Applications must be received from Nevada/Utah to hold training