



2021 Southwest Alliance for Performance Excellence Program Schedule

DATE	WHO	WHERE	TASK/ITEM
May 4	Student Examiners	Online Platform	Access Provided and Pre-work for Examiner Training Distributed
May 27	Student Examiners	Online Platform	Examiner Training Registration Deadline
June 1	Student Examiners	Online Platform	Pre-Work Due
June 8-11 9:00a-11:30a or June 14-17 1:00p-3:30p (register for one week – must attend all for 2.5 hour sessions)	Student Examiners	Facilitated Virtual Sessions and Online Platform	Introductory and Stage 1&2 Examiner Training
June 24	Student Examiners	Online Platform	Deadline to complete final quiz & course eval
June 30	Applicants	SWAE Website	Completed Intent to Apply forms due
July 20	Potential Examiners	SWAE Website	Examiner Applications Due
July 27	Potential and Selected Examiners	SWAE Email	Examiner Notification of Selection Status
August 15	Examiners	Online Platform	Site Visit Training
August 16	Applicants	SWAE Email	Completed Award Applications due
August 16-20	SWAE		Selection of Examination Teams, Leads, & Mentors
August 16 – October 30	Lead Examiners & SWAE	TBD	“Ala Carte” Sessions for Team Lead Training, SBN Training, Scoring Training, etc.
August 23	SWAE	SBN	Distribute applications and supporting materials to examination teams
August 23 – September 23	Examiners	SBN	Stage 1 – Independent Review of Applications
August 25	Mentors	SWAE Webinar	Mentor Training
September 21 – October 19	Examiners & Mentors	SBN and Conference Call	Examiners Stage 2 – Team Conference Calls (8-16 hours) & Consensus Report completed
October 14	All Examiners	TBD	Leads – Site Visit Responsibilities and Agenda Prep with Applicant
October 19	Lead Examiners	SBN	Consensus scorebooks & scoring sheets with mentor
Oct 19 – 29	Examiners & Mentors	SBN	Site Visit Preparation
Nov 1 - 5 & Nov 8 - 12	Examiners/Mentors/App licants	TBD	Stage 3 – Site Visits Completed (Site Visit Length dependent on applicant type)
Nov 18	Judges	TBD	Panel of Judges Training
Nov 23	Examiners	SBN	Draft Feedback Reports, Score Sheets & SVIs with mentor review due (send to tech editor)
Nov 30	Judges	TBD	Stage 4 - Panel of Judges Meeting
Nov 30 – Dec 14	Judges & Lead Examiners	SBN	Finalize Feedback Report with tech edits
Nov 30 – Dec 3	SWAE	SWAE	Stage 5 - Final Due Diligence conducted
Dec 6 -10	SWAE	SWAE Email and Phone Call	Applicants notification of selection/non-selection
Dec 13	Lead Examiners	Email	Final Feedback Reports due
Dec 13-17	SWAE	SWAE	News Release Announcing Recognitions
Dec 15 – Dec 31	SWAE	Technical Editors	Editing of feedback reports
Jan 3-7	SWAE	SWAE Email	Feedback Reports provided to all applicants
Jan 10-21	SWAE/Applicants/Judg es/Lead Examiners	SWAE Conference Call	Applicant Meetings
Feb 2022	SWAE	TBD	Recognition Banquet for Recipients and Volunteers/Best Practice Sharing

(Examiner Information is indicated in bold lettering)