Certification Timeline - (Updated: 7/23/2020)				
	Activity	Person Responsible	Deadlines	ļ
1	Materials postmarked to be sent to national office	Applicant		✓
2	Ask for conflict of interest from interviewers	Administrative Specialist/Certification		
3	Interview Teams Finalized	Administrative Specialist/Certification		
4	Interviewer notifications w/ documents link, teams, contact information, etc (cc the whole interview team and ITEs) also notifications regarding not interviewing and backup interviewers	Administrative Specialist/Certification		
5	Applicant Notifications with documents link and conflict of interest request	Administrative Specialist/Certification		
6	All return signed "Role and Responsibilities Statement," Covenant and "Volunteer Access and Confidentiality Agreement" to the National Office (On-line)	ITEs/Interviewers	45 days prior	
7	Teams receive Applicant materials (webpage links)	Applicant	45 days prior	
8	View first video (on PRPI)	Interviewers	42 days prior	
9	First Conference call (on PRPI)	ITEs/Interviewers	38 days prior	
10	Set up team conference calls (1st interviewer to serve as Presenter on each interview team to contact Administrative Specialist/Certification with finalized date/time of the proposed call to receive call-in information)	Administrative Specialist/Certification, Interviewers	35 days prior	
11	Draft PRP I, send to team members	Presenter	28 days prior	
12	Team Conference Call (Chair, Presenter, Reader)	Interviewers	21 days prior	
13	Interviewers view second video (on PRPII)	Interviewers	15 days prior	
14	ITEs to contact Site Coordinator to check on details	ITEs	14 days prior	
15	Attend Zoom Training if conducting Virtual Interview	ITEs, Interviewers	14 days prior	
16	Draft PRP I to ITEs	Presenter	14 days prior	
17	ITE returns feedback on PRP I to Presenter	ITE	9 days prior	
18	Presenter revises PRP I, sends back to ITE	Presenter	7 days prior	
19	Second Conference Call PRPII, More Zoom practice if neccesary before Interview day	Interviewers/ITEs	7 days prior	
20	Certification Interviews	ALL	INTERVIEW DATE	
21	Email or mail any Waivers and PRPII's to NACC office	ITES	1 day post	
22	If in-person interview, send Reimbursement forms to NACC office	ITEs and Interviewers	10 days post	