UCLA TAP Certification Process

Fall 2021 Entering Class Applicants
The new COVID world has required us to make changes.

- Paper processes are difficult.
- Staff has retired.
- Great local tools can help.
We can implement an online certification process.

Our goals are critical to our continued success:

- Your interaction with students is critical.
- We need to keep the certification process simple.
- A focus on what’s important is the best approach.
The certification data collection will be handled online.

- Same information
- Same time frame
- Better security
- Faster response time
- More communication
- Advisory Board involvement
- Plans to adjust and adapt
What is the new process?

• UCLA sends the spreadsheet (like usual).
• Colleges use a worksheet (looks like the “old” TAP form).
  • This worksheet is not collected by UCLA.
• Colleges and students use brief web forms to submit info.
• UCLA will offer a web-based training video.
Getting This Implementation Moving…

• Next week, reach out to the Advisory Board.
• Make any process adjustments.
• By November 1, post the materials, training video, and FAQs for feedback.
• In the first week of January, spreadsheets are sent and certification begins.
UCLA TAP
Certification Process