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.

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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.

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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 <u>not</u> collected by UCLA.
- Colleges and students use brief web forms to submit info.
- UCLA will offer a web-based training video.

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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.

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