

UCLA TAP Certification Timeline – Fall 2021 Admission

Timing		UCLA	TAP Colleges
October 13-30, 2020	Finalize the new process: Consult with the Advisory Board and Membership.	Receive input.	Provide feedback.
October 30, 2020	Student advising regarding eligibility begins at colleges. (Note: This has already begun at a number of colleges.)	Post the "TAP Worksheet" at http://tap.ucla.edu/for-students-staff/tap-admission-and-certification-cycle/ .	Use the "TAP Worksheet" (MS Word) for their internal use to determine whether applicants will be certified. This worksheet is not submitted to UCLA.
October 30, 2020	Preparation for the TAP certification cycle.	On the TAP website, post documentation for the new certification process and provide access to the online forms.	Review certification information on the TAP website.
November 1, 2020	Student applicant submission of certification information can begin.		After applying to UCLA, students can complete the online "Applicant Agreement."
November 2, 2020	Implementation of four-digit ID codes for college staff.	Distribute the new four-digit ID codes for all college staff who will be submitting "Individual Certification Forms."	Via Box, program directors receive the new four-digit ID codes their college staff participating in online certification.
January 4-8, 2021	Distribution of "Applicant Spreadsheets" and beginning of certification.	Distribute the "Applicant Spreadsheets" to the member colleges' directors and counselors.	Receive the "Applicant Spreadsheet" and begin online certification using new "Individual Certification Form" (four-digit ID code required).
January through February, 2021	Continuation of certification process.	Provide to colleges the weekly update spreadsheets that report which students have been certified and which students require further submissions..	Continue certification, and follow up with students who have not yet submitted the "Applicant Agreement."
February 12 through March 5, 2021	Completion of certification submissions by colleges.		Submit the "TAP College Request for Authorization Spreadsheet" form when all certifications have been submitted completely.
February 12 through March 5, 2021	Authorization process.	Distribute the "Authorization Spreadsheets" when they are requested by the colleges.	Receive the "Authorization Spreadsheet" and confirm its accuracy by submitting the "Group Certification Form." Both program directors and all counselors who have certified students must submit this form separately.
March 5, 2021	Completion of certification process.	Provide UCLA Admission with the final TAP certification information.	