

## **UCLA TAP CERTIFICATION GUIDE – FOR FALL 2021 APPLICATIONS**

There are six steps in the UCLA TAP Certification cycle:

### **1) Determination of applicants' eligibility to be certified**

This process takes place at the colleges, and the optional TAP Worksheet posted on the TAP website can be used to prompt discussion with the applicants about their status in fulfilling your program's requirements. No forms from this part of the process are submitted to UCLA.

### **2) Applicant submission of the Applicant Agreement**

After submitting their UC Application, applicants must submit the online Applicant Agreement, which will affirm their commitment to complete their college's TAP honors/scholars program as well as consent to the release of information about their application to their honors/scholars program. This can occur only after applicants have submitted their application, because the applicants must enter their seven-digit UC Application Identifier to complete their submission. The link to the online Applicant Agreement will be distributed to our member honors/scholars programs in late October.

### **3) Submission of Individual Certification Forms**

In early November, honors/scholars program directors (as well as, potentially, staff in their program whom they designate) will receive access to their college's Box folder in UCLA's Box system. All documents transmitted from UCLA as part of the certification cycle will be delivered through Box. Among the materials posted in Box for each college will be a list of their individuals who appear in our TAP directory, with each assigned a four-digit ID code. Anyone submitting online forms from each college will need to enter their four-digit ID code to identify themselves (it functions like a pin number in our submission process). It is at the discretion of the honors/scholars program directors to determine which staff members will be submitting forms and thus who will need to receive their four-digit ID code. In the college Box folders, a PDF of this Certification Guide will include hyperlinks to the online forms that must be used in the certification process. We ask that the document with hyperlinks be kept internal to the colleges and not be made public, to protect our process from external interference.

During the first week of January, the colleges will receive via Box their Applicant Spreadsheets, which will include information about all applicants from their college. On the spreadsheets, each applicant will be assigned a unique nine-digit Applicant TAP Certification ID that will be used only during the certification process.

Colleges can begin using the online Individual Certification Form to indicate for each certified applicant their application major and qualifying alternate major, and respond to the Certification Checklist, as well as provide any additional information about the applicant in a space for comments.

If a college needs to certify an applicant who does not appear on the spreadsheet they received, such an applicant should be identified with a nine-digit Applicant TAP Certification ID of "000000000" (all zeroes).

**4) Weekly status reporting**

On each Friday of the certification process, a Status Spreadsheet will be posted in Box for each college, which will describe: 1) all applicants certified by the college with an indication of whether the individual has completed the Applicant Agreement; 2) all applicants who have completed an Applicant Agreement but have not yet been certified by the college. All of these records will be accompanied by the information for these applicants as it appeared on an original Applicant Spreadsheet.

**5) Request for the Authorization Spreadsheet**

When your college has completed its certifications and has ensured all certified applicants have completed the Applicant Agreement, the program director or designee must submit the online TAP College Request for Authorization Spreadsheet form. After UCLA receives this form from a college, an Authorization Spreadsheet will be posted in the college's Box folder.

**6) Submission of the Group Certification Form**

The program director or designee must distribute the Authorization Spreadsheet to all individuals at the college who submitted Individual Certification Forms for applicants on behalf of the honors/scholars program. The program director and all counselors involved in certification at the college must individually complete the online Group Certification Form, to confirm the accuracy of the Authorization Spreadsheet and to officially certify the applicants.