Track field experience locations for following year’s report

- **Complete SARA renewal application/sign-off process – Mail by Dec. 23rd**
  - 60 days
  - Oct 23 – Dec 23

- **Request PDE fee**
  - 30 days
  - Nov 23 – Dec 23

- **Beginning SARA fee**
  - 60 days
  - Feb 1 – Mar 31

- **June 30 – July 1**
  - 90 days
  - Jul 1 – Oct 1

- **Request NC-SARA fee**
  - 21 days
  - Jan 2 – Jan 23

- **Jan 1 – Dec 31**
  - Compile field experience data from previous year
  - 365 days

- **Jan 2 – Mar 31**
  - 90 days
  - Review disclosures (letters, websites, program pages) and IT Process
  - 60 days

- **Apr 1 – May 15**
  - 35 days
  - Sign-off process for both data reports

- **May 22 – Jun 12**
  - 21 days
  - Report field experience and online learner locations to NC-SARA

- **Jul 1 – Oct 1**
  - 110 days
  - Review gap analysis and compliance report

- **Nov 23 – Dec 23**
  - Request professional licensure program info (board contact info and licensure prerequisites)

- **Jan 2 – Mar 31**
  - 365 days
  - Request IPEDS info from IR re: student location for exclusively online learning
  - 45 days

- **Feb 1 – Mar 31**
  - 21 days
  - Compile field experience data from previous year
  - 365 days