**Timelines for Program Data to be Updated on the Program Management Portal**

1. At the start of each academic year:
	1. The “Date Clinical Phase Starts” must be updated each year to reflect the start date of the next clinical cohort of students.
	2. All student enrollment numbers on the “Students” tab must be updated to reflect current enrollments, and these numbers are to be updated if there are changes as the students’ progress through the program. If a program is longer than 24 months in length, there should be a period of time where there is a 3rd year cohort of students indicated on the portal. Similarly, if a program is longer than 36 months in length, there should be a 3rd year cohort and a period of time where there is a 4th year cohort of students indicated on the portal.
	3. Tuition and fees must be updated to reflect total costs for the entire ARC-PA Accredited PA Program for the newly enrolled first-year cohort of students. The amounts entered here should match the costs for total tuition and fees as posted on the program website.
2. At the start of each clinical year: all supervised clinical practice experience (SCPE) data must be updated on the “SCPE sites” tab to reflect the active SCPEs with written agreements sufficient for the current clinical year cohort of students. If there is overlap of clinical cohorts (i.e., if the clinical phase of the program is > 12 months in length), the program must provide evidence of sufficient SCPEs for all students on rotations during the period of overlap.
3. At the start of each fiscal year (FY) the “Program Budget” tab is to be updated to reflect revenues and expenditures for the upcoming FY.

At a minimum, the expenditures included in the Budget tab must include the following, regardless of whether they are included in the PA Program budget or within another departmental or institutional budget:

1. faculty salaries and benefits,
2. staff salaries and benefits,
3. faculty/staff development (funding provided to faculty and/or staff for maintenance of certification and licensure and professional development directly relevant to PA education).
4. and operations.
5. The “Personnel” tab must be updated any time the following program personnel change: Chief Academic Officer (CAO), Program Director (PD), Person PD reports to, Principal Faculty, Instructional Faculty (if the program chooses to list on the Personnel tab), and administrative support staff.
6. The “PANCE First Time Pass Rate,” the “Number of Graduates from class above that has actually taken the PANCE,” and the “As of date” sections of the “Students” tab must be updated per the program’s most recent pass rate report as these numbers are released from the NCCPA.

(The program website must also be kept up to date to reflect the most recent first-time PANCE pass rates for the PA program. These results must be updated more frequently than the one time per year when the NCCPA releases the “Physician Assistant National Certifying Examination Five-Year First-Time Taker Summary Report.”)

1. Any time the program has changes to any of the following: program or institution name, program contact information, program start and end date, number of classes admitted per calendar year, semester hour credits for program, length of the program, degree awarded at completion, sponsoring institution’s Chief Administrative Office or contact information, or sponsoring institution’s regional accreditation status and/or review dates.
2. Prior to submitting the required Annual Report.

Because the program’s portal is reviewed at the time an application for accreditation or a “Report Due” is submitted to the ARC-PA and prior to a commission meeting on which the program has been placed on the agenda, it is in the program’s best interest to check that all portal information is up to date at these times as well.