**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 PA trainees.
	2. All PA trainee enrollment numbers on the “PA trainee” tab must be updated to reflect current enrollments, and these numbers are to be updated if there are changes as the PA trainee progresses through the program. If a program is longer than 24 months in length, there should be a period of time when there is a 3rd year cohort of PA trainee indicated on the portal.
	3. Total stipend/salary and cost of benefits must be updated to reflect total for the newly enrolled first-year cohort of PA trainees . The amounts entered here should match the total stipend/salary and cost of benefits posted on the program website.
2. At the start of each academic 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 cohort of PA trainees . If there is overlap of cohorts (i.e., program is > 12 months in length), the program must provide evidence of sufficient SCPEs for all PA trainees 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 Postgraduate 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, Program l Faculty, Instructional Faculty (if the program chooses to list on the Personnel tab), and administrative support staff.
6. 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, sponsoring institution’s Chief Administrative Office or contact information, or sponsoring institution’s regional accreditation status and/or review dates.
7. 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.