



Application Process

Program opens March 1 -31 2019

- **Step 1: Preparation**
 - Select your site
 - Download Pre-Consultation Checklist from <http://www.edpa.org/about-us/advantagesite>
 - Email Checklist along with attachments to Greg Blalock and Cindy Burns (*All sites submitted during March will be accepted*)
 - Review of submissions will be held April 1-3
 - Approved submissions will receive a consultation checklist along with a Workforce_Education_Training worksheet
- **Step 2: Consultation**
 - Email the completed Workforce/Education/Training worksheet to
 - Greg Blalock(gblalock@edpa.org),
 - Gary Weaver(gary.weaver@accs.edu) and Barry May(barry.may@accs.edu),
 - Heather Holladay(hholladay@aidt.edu), and Kevin Taylor(ktaylor@aidt.edu),
 - Joshua Laney(jlaney@alsde.edu)
 - Schedule Consultation (Please bring items listed on the consultation Checklist)
 - Local ED office, AIDT, ASDE and EDPA staff meet to review the Workforce_Education_Training worksheet (**correction will need to be submitted before an application is granted (10 days from the review)**)
 - Local ED and EDPA staff will review the consultation check list



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- **Step 3: Application Request**
 - **Within 14 days** of consultation, local ED office notifies committee of its desire to requests an application kit and Site ID#.
- **Step 4: Application Submission**
 - **Within 60 days** of receipt of application, local ED office submits completed application.
- **Step 5: Qualitative Review**
 - EDPA staff conducts a preliminary review of the application within 14 days of receipt of application.
 - **Within 30 days** of application submission, Local ED office meets with EDPA staff to review findings and discuss action items.
 - **Within, 14 days** of QR meeting, local ED office has addressed all action items and submitted all needed application revisions.
- **Step 6: Desktop Review and On-Site Visit**
 - AdvantageSite team conducts thorough review of the application at the applicant's office or other designated area. **(Committee only)**
 - Committee will present action items/questions to the local ED
 - AdvantageSite team meets with the local ED team for an on-site review.
 - Timeline for addressing action items and/or application revisions.
- **Step 7: Designation**
 - Designation is for a period of four years with a mid-cycle review.