



# PAB Expectations and Resources for Program Administrators

## Annual Reports

Annual Reports are due every **January 31** via online submission: <http://pab.civicore.com>. On December 1, you will receive an email notification regarding the Annual Report due date and instructions for completing the report. All programs must complete this report every year. If you are a new program administrator, please contact PAB staff to receive login credentials.

## Annual Fee

The Annual Fee is due **December 1**. An invoice will be sent on October 1 to the Program Administrator. For a current Annual Fee amount, please visit the [PAB Fee Schedule](#) on the PAB website.

## Criterion 1F. Public Information

Accredited programs are expected to provide reliable and current information to the public on their websites, as specified in the PAB Criterion 1F. Public Information. PAB will monitor compliance with Criterion 1F every year concurrent with the review of Annual Reports. The template for Criterion 1F is available [here](#).

## AICP Exam Data

The American Planning Association will send AICP exam data each November. This information will include exam data up to May of the current year. Programs with a June SSR deadline will receive exam data up to November of the prior year, September SSR deadlines will receive data up to May of the current year. If you do not receive the most recent data, or if there are corrections to the data you received, please contact Felicia Braunstein at [fbraunstein@planning.org](mailto:fbraunstein@planning.org).

## Substantive Changes

Programs must notify PAB of a Substantive Change and shall demonstrate how the change(s) will allow for continued compliance with the standards. Programs must also report Substantive Changes via PAB's Annual Report. Substantive Changes include, but are not limited to, a material increase or decrease in the number of students, a material change in curriculum, etc. A comprehensive list can be found in the [PAB Policies and Procedures Manual](#) and the [Substantive Change form](#), both on the PAB website.

## Progress Reports

A Progress Report may be required as a condition of accreditation (please refer to your most recent accreditation decision letter to see if this is a requirement). We will send an email reminder regarding the due date for the Progress Report. The [Progress Report template](#) is on the PAB website.

## *Important Dates*

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### For All Programs

*January 31*  
Annual Report Due

*November*  
AICP exam data will be sent to all programs

*December 1*  
Annual Fee Due

For Certain Programs  
(Please refer to your most recent accreditation decision letter)

*June 15*  
Draft Self-Study Report due for Programs with Fall Site Visits

*July 1*  
Progress Reports Due

*September 15*  
Draft Self-Study Report due for Programs with Spring Site Visits

## Resources

### Accreditation Standards

This document contains PAB's preconditions to accreditation and the accreditation standards and criteria. All accredited programs and those applying for accreditation must demonstrate substantial compliance with the standards

### Self-Study Report Manual

This document details the process and procedures for writing and distributing a Self-Study Report. The document also contains the rationale for each accreditation standard and guidance for demonstrating compliance with the standards.

### Site Visit Manual for Program Administrators

This document contains the processes and procedures used for hosting a Site Visit. It includes guidance for Program Administrators in preparing for the Site Visit.

### PAB Policies and Procedures Manual

This document describes the policies and procedures used by the PAB in the accreditation of planning programs. It provides guidance on the review process and expectations.

### PAB Website

The website contains all the documents listed above, as well as, the following:

<a href="#"><u>About Us</u></a>	Mission, Core Values, & Strategic Plan; Message from the Chair; PAB Board Members; Value & Position Statements
<a href="#"><u>Accreditation Resources</u></a>	All manuals and materials listed above; forms and templates.
<a href="#"><u>Accredited Programs</u></a>	List of accredited planning programs and history of accredited programs
<a href="#"><u>Prepare for Review</u></a>	Accreditation Process; SSR and SV Preparation Timeline; Helpful Materials
<a href="#"><u>Resources &amp; Publications</u></a>	Published Reports; Student and Faculty Data including the Annual Report Online Database (AROD) which provides student and faculty composition data from accredited programs for your analysis; Noteworthy Practices; Outcomes Assessment; Articles on Higher Education; History of Accreditation Decisions and Site Team Assessments; PAB Panel Presentations
<a href="#"><u>News and Events page</u></a>	Summary of Recent Actions; PAB Newsletter; PAB Calendar
<a href="#"><u>Site Visitors page</u></a>	Information on becoming a Site Visitor; Site Visit Tools; Training materials and PowerPoint presentations; Current Site Visitors

### Contact Information

PAB Staff will communicate with you primarily via email. We regularly send email reminders, notifications of upcoming deadlines, training sessions, a bi-annual newsletter and other information. Please be sure that we have the most current contact information for your program. If there are any leadership changes, please notify us immediately.

**PAB Staff:** **Jesmarie Johnson, Executive Director**  
[jjohnson@planningaccreditationboard.org](mailto:jjohnson@planningaccreditationboard.org)  
773-334-7200

**Jaclyn Hade, Associate Director**  
[jhade@planningaccreditationboard.org](mailto:jhade@planningaccreditationboard.org)  
773-334-7210