Expectations

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 to receive login credentials.

Annual Fee

The Annual Fee is due **December 1**. An invoice will be emailed on October 1. For a current Annual Fee amount, please visit the PAB Fee Schedule on the PAB website.

Criterion 1D. Public Information

Accredited programs are expected to provide reliable and current information to the public on their websites, as specified in the PAB accreditation criterion 1D / Public Information. PAB will monitor compliance with criterion 1D every year concurrent with the review of Annual Reports. The template for criterion 1D 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 APA at aicp@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:

About Us	Mission, Core Values, & Strategic Plan; Message from the Chair; PAB Board Members; Value & Position Statements
Accreditation Resources	All manuals and materials listed above; forms and templates
Prepare for Review	Accreditation Process; SSR and SV Preparation Timeline; Helpful Materials
Resources & Publications	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
News and Events	Summary of Recent Actions; PAB Newsletter; Calendar
Site Visitors	Documents for Site Visitors, including the Site Visit Manual, Site Visit Report Template, and Interview Book; Training materials and PowerPoint presentations; Information on becoming a Site Visitor

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**	**Jaclyn Hade, Associate Director**
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	773-334-7200	773-334-7210