



Application Process

Program opens March 1- 31

- **Step 1: Preparation**
 - Select your site.
 - Download Pre-Consultation requirements from <http://www.edpa.org/advantagesite>.
 - Email Checklist along with attachments to Greg Blalock.
(All sites submitted during March will be accepted)
 - Review of submissions will be held April 1-15.
 - Approved submissions will be emailed a Consultation Checklist.

- **Step 2: Consultation**
 - Assigned EDPA staff will schedule a Consultation (Please bring items listed on the consultation Checklist).
 - Local ED and EDPA staff will review the consultation check list.
 - Address any question or action items.

- **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#.
 - At the time of consultation Local ED will receive the Workforce/Education/Training worksheet to be complete along with the application.

- **Step 4: Application Submission**
 - **Within 60 days** of receipt of application, local ED office submits completed application.
 - **Please 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).



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- **Step 5: Qualitative Review**
 - EDPA staff conducts a preliminary review of the application within 14 days of receipt of application.
 - Review of Workforce/Education/Training - feedback from AIDT, ACCS, and ALSDE.
 - Submit action items to the local Ed office on the application and Workforce/Education/Training worksheet.
 - **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.