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|  | **CAP TIMELINE 2016-2017** |
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| Wednesday, August 31, 2016 | Declaration of Intent forms due to manager |
| Friday, September 23, 2016 | Mentors assigned, candidates begin working on CQI proposals |
| Friday, October 14, 2016 | Meet with mentor and establish regular follow-ups |
| Friday, October 28, 2016 | CQI proposals due to CTL/manager, begin working on CV resume and introduction |
| Monday, November 21, 2016 | Submit introduction and CV resume to mentor for review and begin working on activity forms with supporting documentation |
| Monday, December 19, 2016 | Mentor returns introduction and CV resume with suggested edits |
| Monday, January 04, 2017 | Submit activity forms with supporting documentation to mentor for review and begin working on section summaries |
| Monday, January 23, 2017 | Mentor returns activity forms with supporting documentation with suggested edits |
| Monday, February 13, 2017 | Submit section summaries to mentor for review |
| Monday, March 27, 2017 | Mentor returns section summaries with suggested edits |
| Monday, April 11, 2017 | Submit rough copy of **ENTIRE** portfolio in approved order and binder to mentor for review |
| Monday, May 08, 2017 | Mentor returns rough copy of portfolio with suggested edits |
| Monday, May 29, 2017 | Submit **ENTIRE** portfolio to manager/CTL for review |
| Monday, June 19, 2017 | Manager/CTL returns portfolio to candidate with suggested edits |
| Thursday, June 29, 2017 | All activities, including CQI projects, must be completed |
| Thursday, July 20, 2017 | Entire portfolio to CAP committee for review |
| Thursday, August 17, 2017 | **FINAL** submission to CAP committee (4 copies in approved binders) Portfolios will be sorted and delivered to the ARB this date |
| Tuesday, September 12, 2017 | Feedback due from ARB to CAP Steering Committee facilitators |
| Tuesday, September 19, 2017 | CAP Interview Day |
| Tues.-Fri. Sept. 19-22, 2017 | Notification of advancement via letters |
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