Application/Exam Procedure

Applications can be sent to the Academies in several different ways. The first and most common way is online. The primary purpose for the online application is to safely and easily collect fees, as only basic information is collected. When staff receives an online application, they send a second (shorter) application for the applicant to fill out and return. The second way to receive an application is through the mail (or other delivery service). When staff receives an application through the mail, it is scanned into an electronic format that can then be uploaded into Higher Logic. The third way is through email. Some applicants will fill out the paper application and instead of mailing it, will scan and email it to staff. The last way is through fax. This is a rare occurrence, but when staff receives an application via fax, it is scanned and uploaded into Higher Logic. The problem with fax is the poor quality of the scan; oftentimes it is too hard to read. The most common thing to receive via fax is a reference form.

Once a paid application is received, it is uploaded into Higher Logic into a folder for Incoming Applications. Once staff receives other items such as reference forms, bio/cv, transcripts, etc., they are added into the file folder (alphabetized by last name). Once all items are received and staff deems the application complete, it is moved to a different folder - Completed Applications.

Applicants have four annual deadlines – meaning all completed applications received by the four dates below will be reviewed sometime soon after the deadline by the respective application review committee:

March 31
June 30
September 30
December 31

It is the staff's responsibility to place the completed applications in the appropriately labeled folder in Higher Logic. After the deadline has passed, it is up to the Chair and committee to review the completed applications. This can be done via teleconference, Skype, email or using Discussion within Higher Logic. However, with the last two options, the decisions must be unanimous for them to be valid.

If an applicant hasn't presented enough information to reach a decision, the Chair should notify staff of the deficiencies. Staff will then contact the applicant on the Chair's behalf requesting additional information. Once the additional information is received, it will be uploaded into a separate folder within the applicant's folder, indicating that new information has been received. At this point, it is up to the Chair to decide when to re-review the application. They may do so upon receipt of the additional information or wait until the next application deadline.

Once an applicant has been approved at the committee level, the Chair should notify staff so they can add them to the next Board agenda for final review from the Board. The Chair should provide a summary that can be attached to the agenda. During the meeting, the Chair will present the committee's stance on the applicant, provide any additional information that wasn't included in the summary to the Board for discussion. After the Board votes, the applicant will be notified by staff as to whether they were approved, approved pending passing an exam, denied or need more information. If an exam is required, please refer below to the rest of the document.

If the applicant is denied, staff will send a letter on behalf of the chair stating the reasons. If approved, the applicant will be notified by email, sent a welcome packet and invited to the next induction ceremony.