VA-STEP AMS Application Processing Timeline

Establish Selection Committee

Application scoring in AMS requires three scorers. Use instructions located on the SharePoint site to Set Up Selection Committee Members. If scoring outside AMS, ensure proper selection documentation is complete.

Setup Selection Committee Members **1 Month** prior to expected application evaluation.

Receive & Approve Aps

Review **5 Months** prior to the expected start date.

The lead Facility Coordinator is responsible for the initial Application Review. Use instructions located on the SharePoint site to review the applications.

Score Applications

Ensure scoring is completed using instructions located on the SharePoint site. Conduct interviews and enter scores into AMS.

Score **3-6 Months** prior to the expected start date.

Making Selections

Select **3 Months** prior to the expected start date.

Once scoring is complete, there will be a task in AMS for the Facility Coordinator to make the Selection Decision using instructions located on the SharePoint site.

Follow Up w/Student

The student will receive task to accept the Tentative Award and Review Enrollment Forms, the Facility Coordinator needs to follow up with the student to ensure tasks are complete.

This step should be completed within **2 Weeks** of selection notification.

Final Data Entry

Due Date: **1 Week** after onboarding is complete.

Once the student accepts, the facility coordinator will Confirm Enrollment using instructions located on the SharePoint site. Coordinator will need to have an onboard date before task is complete.