

Activity	First Cycle Start March 1	Second Cycle Start September 1
Submit process application and fees	1/15 to 1/25	7/18 to 7/28
SBO will scan applicants paperwork and emails to CPE Committee within 5 days of receipt of application	1/16 to 1/30	7/19 to 8/2
CPE Committee members review application and vote on topic for paper within 10 days of receipt of application from SBO	1/17 to 2/9	7/20 to 8/12
CPE Chairperson tallies votes and paper topic and within 5 days of receipt of votes results are sent (via email) to SBO	1/18 to 2/14	7/21 to 8/17
Within 5 days of receipt of results from CPE Chairperson SBO notifies the applicant of the results of the CPE Committee review via FAX or email.	1/19 to 2/19	7/22 to 8/22
CYCLE STARTS		
Candidate completes on line workshop. Workshop MUST be complete within 30 days after registering for the process on line.	3/1 to 4/4	9/1 to 8/5
Candidate writes tech paper and submits to SBO. Paper MUST be complete within 100 days of completing workshop AND MUST be complete and at SBO by day 135. Both time conditions MUST be meet. Paper MUST be complete before taking GEK and DST tests.	3/2 to 7/13	9/2 to 1/13
SBO sends paper to CPE Committee. CPE grades tech paper. Paper will be graded within 20 days of receipt by SBO.	3/3 to 8/2	9/3 to 2/2
Candidate arranges for GEK and DST test. Candidate must secure proctor. Both tests must be completed.	3/3 to 7/14	9/3 to 1/18
Proctor sends tests to SBO within 5 days of test completion.	3/4 to 7/19	9/4 to 1/23
SBO grades tests within 5 days of receipt of test from proctor.	3/5 to 7/24	9/5 to 1/28
Test results are sent to CPE Committee by email and Committee votes to approve or reject CPE candidate	3/10 to 7/29	9/10 to 2/2
Candidate is notified of Committee vote	3/16 to 8/4	9/16 to 2/8