



Calendar of APA Dates for Division Leaders

The APA offices listed below created this calendar to help division leaders with the timing of projects throughout a year. Specific dates have been given if they are the same from year to year. All items are subject to change. If you have any questions, please contact your [Division Engagement liaison](#) or email [Division Engagement](#).

The code for the office is given at the end of each entry:

CESA	Office of Continuing Education Sponsor Approval
CON	Convention Office
DEO	Division Engagement Office
ELO	Election Office
FIN	Financial Services Department
PUBS	Publications Office

Find more information by office at the end of this file.

January

Early Jan - Officer nominations open (close in Mid Feb). ELO

Early Jan - Convention call for programs closes. CO

Late Jan - APA Board and Committee call for nominations closes. ELO

Conflict-of-interest forms for officers starting in January. DEO

[Fellow status](#) becomes effective for newly elected fellows. DEO

Orientation begins for those who become president-elect in January (continues through December). DEO

Update officers on division website if officers change in January and update awards as needed. See [Reminder: Update awards information](#) for how to update awards. DEO

Jan & Feb - Year-end financial statements are shared with the divisions that utilize APA's finance and accounting services. FIN

Monthly - Each month division financial reports are remitted to the division treasurer. Data reported is always one (1) month in arrears. FIN

Last day of each month - Divisions 2, 9, 12, 14, 27, 29, 39, 41, 54 to submit their monthly membership file. Jan is last time to be in time for division officer elections. DEO

February

Feb 1 - [Division annual report due.](#) DEO

Council of Representatives and division officer nominations close. ELO

Deadline for APA-approved CE sponsors that are due to submit *applications* in the Spring cycle. CESA

All division programs submitted for APA Convention. CON

Deadline for APA-approved CE sponsors that are due to submit *Annual Reports* in the Spring cycle. CESA

All nominee applications for initial [fellow status](#) due. DEO

Jan & Feb - Year-end financial statements are shared with the divisions that utilize APA's finance and accounting services. FIN

Last day of each month - Divisions 2, 9, 12, 14, 27, 29, 39, 41, 54 to submit their monthly membership file. DEO

March

March 1 - Deadline for members to join or renew for divisions listed. Payment by this date will ensure members will be included in elections. Those that join or renew after this date may not receive a ballot. For Divisions 1, 3, 5, 6, 7, 8, 10, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 28, 30, 31, 32, 33, 34, 35, 36, 37, 38, 40, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 55, 56. DEO

Early Spring - APA Publications team will reach out to division journal editors to request previous year's journal operations statistics for association reporting. This applies only to divisions whose journals are not published with APA. (APA staff compiles them for the journals published by APA.) PUBS

[Committee on Division/APA Relations \(CODAPAR\)](#) call for nominations due. DEO

Last day of each month - Divisions 2, 9, 12, 14, 27, 29, 39, 41, 54 to submit their monthly membership file. DEO

April

Early April - Individual who submitted slates is asked to review and approve ballot for division officer elections. ELO

Mid April - Council of Representatives and division officer elections open (close in Mid May). ELO

Late April - Convention registration/housing opens. CON

Last day of each month - Divisions 2, 9, 12, 14, 27, 29, 39, 41, 54 to submit their monthly membership file. DEO

May

Mid May - Council of Representatives and division officer elections close. ELO

Finalize division [dues assessments](#) for the next dues year. DEO

When finalizing division dues assessments for the next year, confirm that journal type and rate offered is aligned with journal publication agreement. PUBS

The annual tax packet is sent to divisions who authorize APA to file taxes on behalf of the division via the IRS Group Return. The packet will include a Tax Organizer and Function Expense. FIN

Last day of each month - Divisions 2, 9, 12, 14, 27, 29, 39, 41, 54 to submit their monthly membership file. DEO

June

June 1 - Final [dues assessment](#) form due (for next January-December membership year). No changes after this date. DEO

Early June - Candidates and nominators provided with division officer election results. ELO

Report on recommendation of APA Fellows Committee with respect to initial [fellow nominees](#) sent to the division. DEO

[Ribbon orders](#) due for APA annual convention. DEO

Completed documentation for the annual tax packets is due back to APA Finance Office. A copy of the tax return submitted to the IRS will be shared once it is officially submitted and accepted by the IRS. FIN

Last day of each month - Divisions 2, 9, 12, 14, 27, 29, 39, 41, 54 to submit their monthly membership file. DEO

July

July 1 - Lists of [“current” fellows](#) in divisions due. DEO

Deadline for APA-approved CE sponsors that are due to submit *applications* in the Fall cycle. CESA

Last days to join for the [current membership dues year](#) (July 1 deadline for non-contract divisions to report members). DEO

[New dues year](#) begins (new members added to January 1 – December 31 of the following year). Update membership rates on division website as needed. DEO

[URL for division program](#) at APA annual convention due. DEO

Last day of each month - Divisions 2, 9, 12, 14, 27, 29, 39, 41, 54 to submit their monthly membership file. DEO

August

Conflict-of-interest forms for officers starting in August. DEO

Deadline for APA-approved CE sponsors that are due to submit *Annual Reports* in the Fall cycle. CESA

APA Council of Representatives elects [initial fellows](#). DEO

Congratulatory letters sent to newly elected [initial fellows](#). DEO

[Fellow portal](#) opens for next round of fellow applicants. DEO

Orientation begins for those who become president-elect in August (continues through July). DEO

Update officers on division website if officers change in August and update awards as needed. See [Reminder: Update awards information](#) for how to update awards. DEO

All Convention related reimbursements-disbursement requests are due to APA Finance Office for processing. FIN

Last day of each month - Divisions 2, 9, 12, 14, 27, 29, 39, 41, 54 to submit their monthly membership file. DEO

September

Sept 1 - Deadline for [Interdivisional Grant Program](#) applications. DEO

[Schedule A](#) sent out to divisions (to indicate membership service fees for the coming calendar year for those divisions that contract with APA for membership services) – also indicates agreement to Schedule B for those divisions that have an [APA-hosted website](#). DEO

Last day of each month - Divisions 2, 9, 12, 14, 27, 29, 39, 41, 54 to submit their monthly membership file. DEO

October

Fellow certificates sent to newly elected [initial fellows](#). DEO

Individual who submitted the previous year's slates is asked to complete the Division Election Nominator Survey. ELO

Last day of each month - Divisions 2, 9, 12, 14, 27, 29, 39, 41, 54 to submit their monthly membership file. DEO

November

Early Nov - Apportionment voting opens. ELO

Early Nov - Convention call for programs opens. CON

Early Nov - Q&A for the division program chairs and Board of Convention Affairs (BCA). CON

[Call for division annual reports](#). DEO

Last day of each month - Divisions 2, 9, 12, 14, 27, 29, 39, 41, 54 to submit their monthly membership file. DEO

December

Early Dec - Division program chairs to submit reviewers. CON

Early Dec - APA Board and Committee call for nominations opens. ELO

Dec 15 - [Schedule A](#) signed by division president due back to Division Engagement (to indicate agreement with membership service fees for those divisions that contract with APA for membership services) – also indicates agreement to Schedule B for those divisions that have an [APA-hosted website](#). DEO

Mid Dec - Apportionment voting closes. ELO

DEO asks non-contract divisions that have extra files for voting to send by Feb 1. ELO

Last day of each month - Divisions 2, 9, 12, 14, 27, 29, 39, 41, 54 to submit their monthly membership file. DEO

Office	Contact	Resources
Office of Continuing Education Sponsor Approval (CESA)	SEducation-CESAS@apa.org	https://www.apa.org/ed/sponsor/resources/index , CESA applications: https://www.apa.org/ed/sponsor/resources/apply
Convention Office (CON)	convention@apa.org	https://convention.apa.org/
Division Engagement Office (DEO)	Find contacts at https://www.apa.org/about/division/contact	https://www.apa.org/about/division/officers
Election Office (ELO)	elections@apa.org	https://www.apa.org/about/division/officers/balloting
Financial Services Department (FIN)	sdivisionaccounting@apa.org	Schedule a meeting: https://doodle.com/bp/naomifoster/connecting-with-the-apa-finance-office
Publications Office (PUBS)	journals@apa.org	https://www.apa.org/pubs/journals