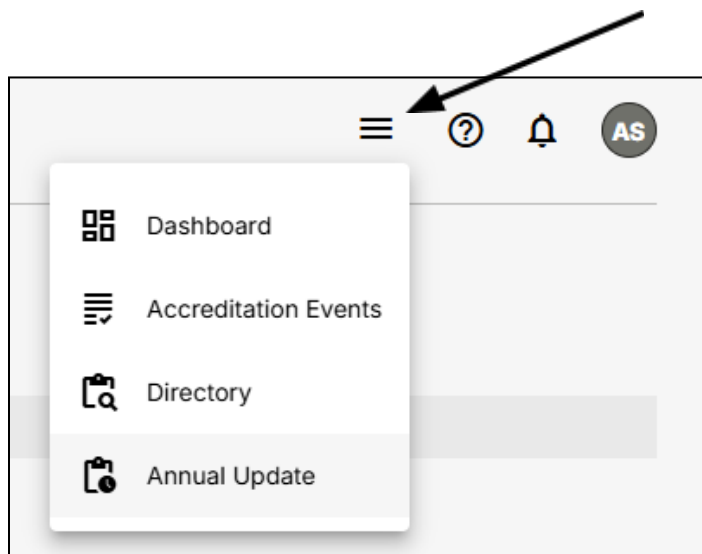


Navigating the Annual Update in AAQEP's Accreditation Management Platform (Weave)

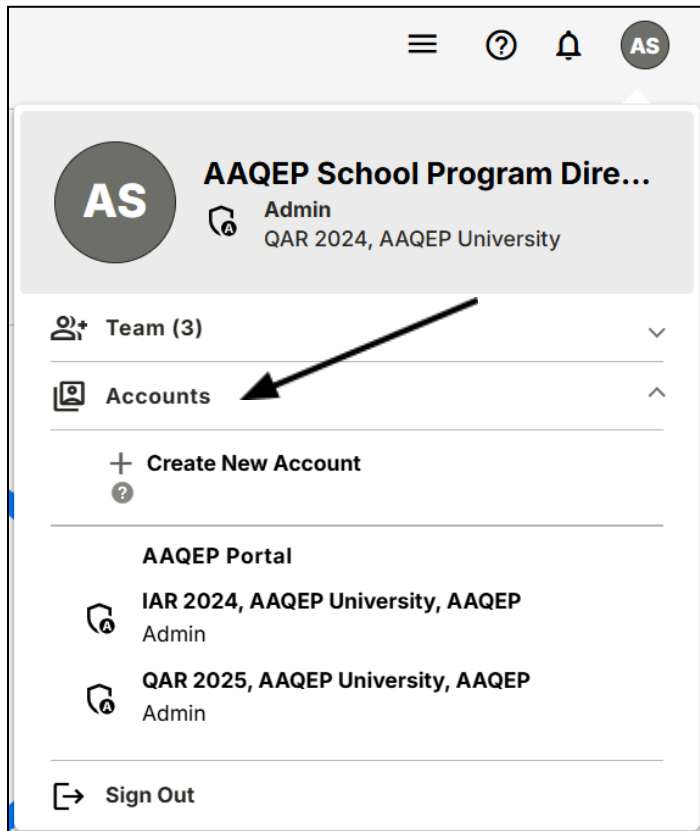
Note: The Annual Update is not the same thing as the Annual Report. While not all AAQEP members write Annual Reports, **all AAQEP regular members must complete the Annual Update**, regardless of accreditation status, in the Accreditation Management Platform (AMP) hosted by Weave. If you are also filing an Annual Report, you will upload the PDF as part of your Annual Update. This document provides guidance on completing only the Annual Update; see the [Annual Report resource page](#) if you need the report template or other details.

The primary contact of every regular AAQEP member is responsible for completing the Annual Update by January 15 each year. If you are a primary contact and want to delegate this task to another person, you can add another user in the AMP and assign them permissions as an administrator. (See the [AMP resource page](#) for more information about roles in the AMP.)

Locate Your Reporting Page(s)



After [logging in](#) to the AMP, click on the “hamburger menu” (three horizontal lines) in the upper right of your screen and select “Annual Update” in the drop-down menu.



Note that if you have separated your AAQEP work into **multiple program cases** for self-study, each one has its own Annual Update. Be sure to select the desired program under the Accounts tab in your drop down menu located under your initials. Follow the instructions above to access your Annual Update.

Complete the Annual Update

The Annual Update has **two sections**, each of which must be marked complete (via a “Submit Section” button) before the full update can be submitted to AAQEP.

Section 1: AAQEP Annual Membership Update

This section asks you to report three productivity numbers for your program, which will be used to calculate your AAQEP membership dues next year and to inform aggregate association reporting.

- If you’re writing an Annual Report, you can simply pull these three numbers from the first three Program Performance Indicators in Section 3 of your report.
- If you’re not writing an Annual Report, you can find brief instructions for answering each prompt by clicking on the adjacent question mark.

Please note that these productivity numbers are for the specific program set being reported; if you are submitting more than one Annual Update for separate program portfolios, AAQEP will tally their productivity numbers separately to inform your dues tier for the coming year. If you have completed the Annual Update in the past, you will notice the system also shows your previous year’s reporting numbers (but note these cannot be edited).

AAQEP Annual Membership Update Section due January 15, 2027

View by
2025-2026

To inform AAQEP's record keeping and dues invoicing, please provide your program's overall productivity numbers from the most recently completed academic year in the boxes below. Click Submit Section after completing all items.

AAQEP Annual Membership Update

	2023-2024	2024-2025	2025-2026
Total enrollment in educator preparation programs during the academic year indicated above. ⓘ	21	22	0
Total number of completers of educator preparation programs during the academic year indicated above. ⓘ	4	5	0
Number of recommendations for certification, licensure, or credentials during the academic year indicated above. ⓘ	6	7	0

Submit Section

ACTION: Click the **Submit Section** button once your numbers are entered for the most recent academic year.

Section 2: Annual Report Upload

If you are required to (or choose to) complete the Annual Report, this section is where you upload it (click the "Upload PDF" link). In the field below the upload, please also provide the URL for where Part I of your Annual Report is posted on your own website (this is the same URL you provide in Section 1 of your Annual Report).

Annual Report Section due January 15, 2027

View by
2025-2026

+ Upload pdf ⓘ

Public Posting of Annual Report. Please provide the url for the webpage where your annual report is posted.

Submit Section

ACTION: Whether or not an Annual Report is being uploaded, **ALL** primary contacts need to click the **Submit Section** button before their Annual Update is considered complete.

Need Assistance?

For technical assistance, contact the Weave Help Desk at support@weaveeducation.com If you require an update to your primary contact, notify Sara Hiller at s.hiller@aaqep.org