Reporting Intranet FAQ:
Chapter Deadlines, Membership & More

This guide answers common questions about the Reporting Intranet, chapter deadlines, membership records, fees, and reporting requirements.

Q. Where can I learn how to use the Reporting Intranet?

Refer to the Chapter Reporting 101 (PDF) guide for step-by-step instructions. Faculty Advisors may email the Executive Office for access. Chapter officers should request access through their Faculty Advisor.

Q. When is the best time to enter candidates?

Enter candidates after they have committed to joining Beta Alpha Psi and your chapter has collected the $85 candidate fee.

Q. What documentation does our chapter need to submit, and when is it due?

Chapters submit up to three reports each academic year. Requirements vary by chapter status, and deadlines differ for U.S. and Oceania chapters.

Report	U.S. Chapters Due	Oceania Chapters Due	Who Must Submit	What's Included
Beginning-of-Year	Oct. 15	June 15	All chapters	Chapter Maintenance Fee; officer and profile updates; chapter plan for the year; updated bylaws; confirmation of compliance with Student Affairs department policies and procedures.
Mid-Year	Dec. 15	Aug. 15	Petitioning, award-seeking, Continuing Improvement, and Probation chapters	Fall candidates; fall activities; Mid-Year Checklist.
End-of-Year	June 1*	Dec. 15*	All chapters	All candidate and member records updated; all chapter activities updated. Financial and tax-related documentation: U.S. - 990-N confirmation email or Over $50K spreadsheet; Oceania - Auditor's report if revenue exceeds $100K USD (AU/NZ-compliant).

**A $100 late fee applies after the End-of-Year reporting deadline.*

Q. What are the required fees and when are they due?

- Chapter Maintenance Fee: $325, due with the Beginning-of-Year Report; increases to $375 if submitted after the deadline.
- Candidate Fees: $85 per candidate, due within 60 days of entering the candidate record in the Reporting Intranet.
- Late Submission Fee: A $100 fee applies if the End-of-Year Report is submitted after the deadline.

Q. Do we have to pay for transfer students?

No. Transfer students do not pay another candidate fee if their Beta Alpha Psi membership is verified by the Executive Office.

- Enter the student as a new candidate record.
- The Executive Office will credit the $85 candidate fee.

Q. What should we do if a candidate has a duplicate record?

Contact the Executive Office in writing and include the candidate's name and record number to request a credit.

Q. What if a candidate becomes inactive?

Move the candidate to the "Inactive" folder and enter the date the student stopped participating. The effective date must be after the candidate's start date.

Q. How do we handle status changes for inducted members?

- **Internship/Study Abroad:** Move the member to the "On Leave" folder. The effective date must be after the initiation date.
- **Stops attending meetings or activities:** Keep the member in the "Active Members" folder until graduation, then move the record to "Alumni."
- **Withdraws from school, changes majors, or passes away:** Move the member to the "Alumni" folder. The effective date must be after the initiation date.

Q. How do we obtain membership certificates for newly inducted members?

To receive a PDF containing membership certificates for newly inducted members, follow these steps:

1. Collect the $85 candidate fee for each student who has committed to joining Beta Alpha Psi.

2. Enter a new candidate record for each student in the Reporting Intranet.

3. Submit payment:

   a. U.S. chapters: credit card through the Reporting Intranet, check, or ACH payment. Email the Executive Office for ACH information.

   b. Oceania chapters: wire transfer (include any applicable bank fees) or credit card.

4. Move the candidate record from the "Active Candidates" folder to the "Submit for Initiation" folder and enter the correct initiation date.

5. Double-check name spelling and spacing. Certificates will print exactly as entered in the system.

Certificates are emailed to the Faculty Advisor listed on the Chapter Profile after candidates have been entered, submitted for initiation, and the Executive Office has received their dues. Chapters are responsible for printing the certificates.

After induction, members are encouraged to claim their free Lifetime Digital Membership Badge through Credly. The badge provides a permanent online record of Beta Alpha Psi membership and may be used on resumes and professional profiles. Inducted members will receive an email invitation from Credly to accept their badge. Digital badges are issued upon request beginning August 2026.

Q. Who should I contact for assistance?

Contact the Beta Alpha Psi Executive Office:

- Margaret Fiorentino, Executive Director
- Lisa Wicker, Manager, Chapter Services