



PROGRAM SPONSOR ALERT

Date: June 18, 2009 Number: 09-10

Updated August 3, 2011

Subject: Program Sponsor Responsibilities-Updating Contact Information Electronically

Summary

In order to provide important information in a timely manner the Commission attempts to communicate directly to the Dean or Director of Education or other designated individual through email, US mail, and coded correspondence. We are asking each institution to keep contact information in the Commission's approved program sponsors' database current.

Although BTSA Induction Programs are joining the Commission's accreditation system as of July 1, 2009 the Cluster Region Directors are still the avenue for approved BTSA Induction Programs to update all contact information. It is expected that the Induction programs will be included in the Commission's web-based system by the end of 2009.

Background

As updates are made to program standards or credential requirements, the designated contact is notified through email. When official actions are taken about the institution/program sponsor, the President or Superintendent is notified through US Mail, with a copy to the designated contact person. Lastly, when a new Program Sponsor Alert (PSA) is posted on the Commission webpage an email is sent to all Deans and Directors of Education to notify them of the new posting. Therefore, accurate names, mailing addresses, and email addresses are critical for the delivery of this information. Institutions can update their information directly through the Commission's webpage when a change in personnel or contact information occurs. Instructions for doing this were emailed to all approved institutions on July 15, 2008, but if you have questions on the procedures to accomplish this, please refer to the contact information below. See appendix A for instructions on updating contact information through the Commission web page.

Contact Information:

The Professional Services Division provides a full list of topic specific dedicated email addresses as well as program areas with the most up to date Commission staff member's email address here <http://www.ctc.ca.gov/educator-prep/PSD-contact.html>.

Appendix A

Updating Your Contact Information for the Commission:

Your organization (college, university, school district, county office of education, or other entity) sponsors one or more educator preparation programs. In an attempt to utilize technology and ensure that the Commission has current contact information, the Commission is implementing a process where **all approved institutions** will be responsible for updating their **contact information**. The following webpage is available to the public. Some of the information you enter into the database will be displayed on this web page: <https://info.ctc.ca.gov/fmi/xsl/ProgramSponsors/recordlist.xsl>.

When we send information to a program sponsor, we send it to the 1) Dean, 2) Associate Dean, and/or the 3) Director of Teacher Education, if we have those email addresses. So it is critical that this information is accurate.

When official actions are taken about an institution, the President or Superintendent is notified through US Mail, with a copy to the designated contact person. Therefore accurate names, mailing addresses, and e-mail addresses are critical. The contact information will not be posted on the public web page for President or Superintendent.

Steps to follow to enter and update the CTC Program Sponsor database.

- 1) Please contact Lawrence Robinson for your **3-digit code and password**, lerobinson@ctc.ca.gov. Passwords are case sensitive. There are NO spaces in the password.
- 2) Click on this link:
https://info.ctc.ca.gov/fmi/iwp/res/iwp_auth.html
This will take you to a log in screen—please *bookmark this page in your favorites*.
You will need to enter your **3-digit code** as the **User Name** and the **Password** you received. Passwords are case-sensitive!
- 3) Once you enter the user name and password you will see the introduction page, Please click on **Start**
- 4) This will take you to your institution's information. Please review all the information for your institution. If there is inaccurate information, enter the correct information. Please note that there is more information on this page than is published on the public web page!
- 5) If you have sub campus use the button on the left side of the screen resembling an open book to move through the records. If you do not have sub campuses the arrows on the open book icon will be grayed out.
- 6) Click on the "**Submit**" button on the left when you are done editing your record. Information will not be saved if the "Submit" button has not been clicked.
- 7) Finally, please log out of the database. You will see an "Instant Web Publishing" screen. The last option, "PSD_Program_Sponsors_DB" is the one you were updating. Please bookmark this website for future updates if you did not earlier.

Thank you for your work with the Commission. Please contact Lawrence Robinson if you have any questions.