



# PROGRAM SPONSOR ALERT

Date:	December 3, 2009	Number:	09-13
Subject:	Data and Documentation for Commission Accreditation Activities		

## Summary

This program sponsor alert provides guidance on the length of time that an institution that offers one or more Commission-approved educator preparation programs should maintain candidate records and other evidence related to the approved educator preparation programs for purposes of Commission accreditation activities.

## Background

During all accreditation site visits, the two most recent years of candidate and program data and other programmatic documentation will be reviewed. At times a site visit team may need to review information prior to the two most recent years. In all cases, for Commission accreditation purposes, seven years of data and other programmatic documentation is the most that would ever be reviewed.

Institutions offering one or more approved educator preparation programs should consult with legal counsel about the institution's record retention policy with respect to length of time the institution maintains individual candidate records.

## References

**Accreditation Handbook:** Information on the types of evidence that need to be provided during Commission accreditation activities. <http://www.ctc.ca.gov/educator-prep/accred-handbook.html>

Accreditation web page: <http://www.ctc.ca.gov/educator-prep/program-accred.html>