



Submitting a Biennial Report

The Commission has implemented a simple and easy process for submitting biennial reports. This process would make it easier for Commission staff to review and store the reports for use over time by accreditation reviewers. This method is to submit a single electronic file via e-mail. Please follow the following procedures:

- 1) Files: When possible, combine your program reports and institutional summary into a single electronic file. If this is not possible, combine into as few electronic files as possible. This allows for easier storage and reference in the Commission's electronic filing system.
- 2) Labeling the Files: Clearly label the electronic file including the name or abbreviation of the institution in some manner and the year submitted (e.g. BR-University of the Golden Coast, 2009). For induction programs, it is helpful to also include the program number (e.g. BR-Oakview USD BTSA, #703, 2010)
- 3) If the file is larger than 10MB, please contact the Commission in advance as the Commission's electronic e-mail system may not deliver it properly.
- 4) Make sure that your document has the month and year of the submission indicated clearly somewhere on the document (e.g. footer)
- 5) **Send the electronic file by the specified due date to:**
BiennialReports@ctc.ca.gov

For induction programs, please also cc your Cluster Regional Director. This is very important.

If you choose to send a CD, please mail it to:

Commission on Teacher Credentialing
Professional Services Division
Attn: Biennial Reports
1900 Capitol Avenue
Sacramento, CA 95811

Questions may be directed to Cheryl Hickey at chickey@ctc.ca.gov or Rebecca Parker at rparker@ctc.ca.gov