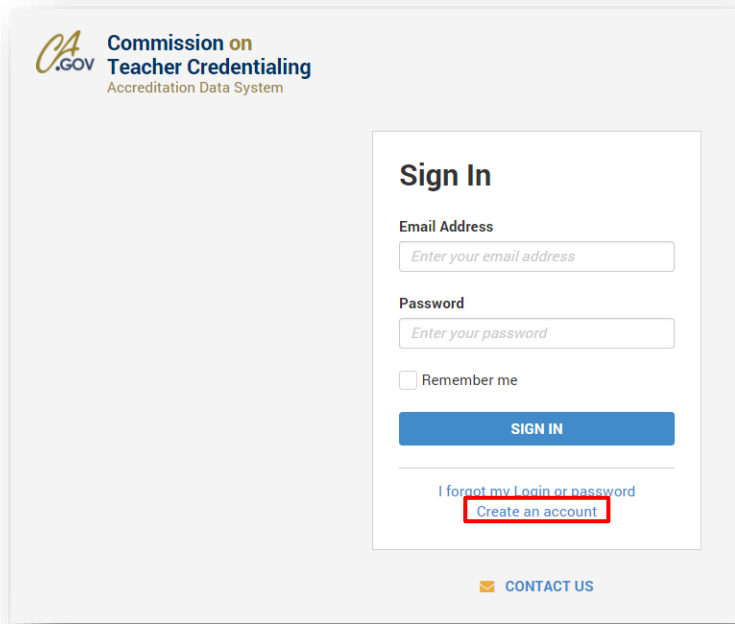
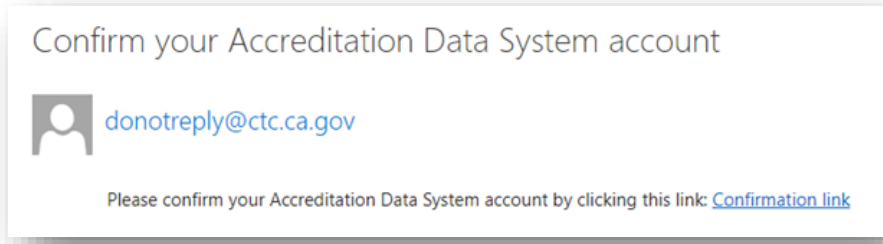




Accreditation Data System Quick Start Guide

Below are instructions on how to quickly get started using the Accreditation Data System (ADS). Please refer to the [training guide](#) on the [Accreditation webpage](#) for detailed instructions.

<p>1) Navigate to</p> <p>https://edprepdata.ctc.ca.gov</p> <p>From the sign in screen, click Create an account.</p> <p>Use your institutional email to register for an account.</p> <p>The person designated as the Unit Head by the CTC will authorize user access each institution’s reports.</p>	
<p>2) Once you complete the Registration form, click Register.</p> <p>You will receive a confirmation email message indicating that you must confirm your email address.</p> <p>Click on the link within the email you receive to complete your account registration. If you cannot find the confirmation email, check your SPAM folder.</p>	



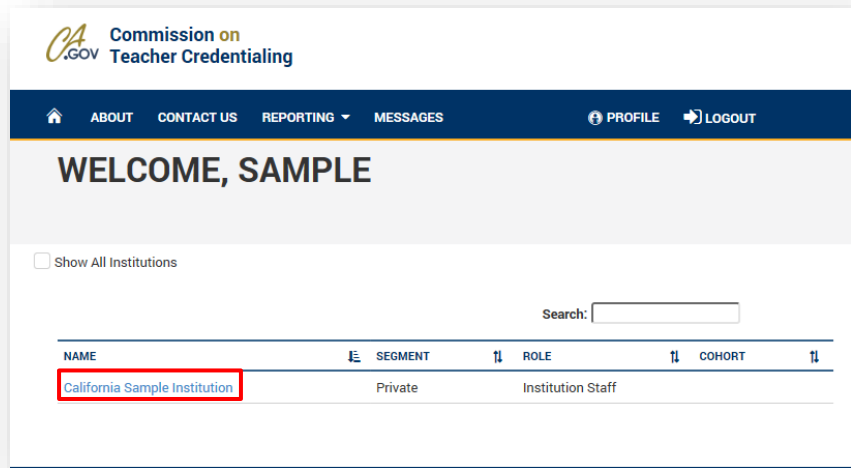
3) Navigate to

<https://edprepdata.ctc.ca.gov>

and Sign In.

Institution data becomes available to users after authorization is granted by the Unit Head.

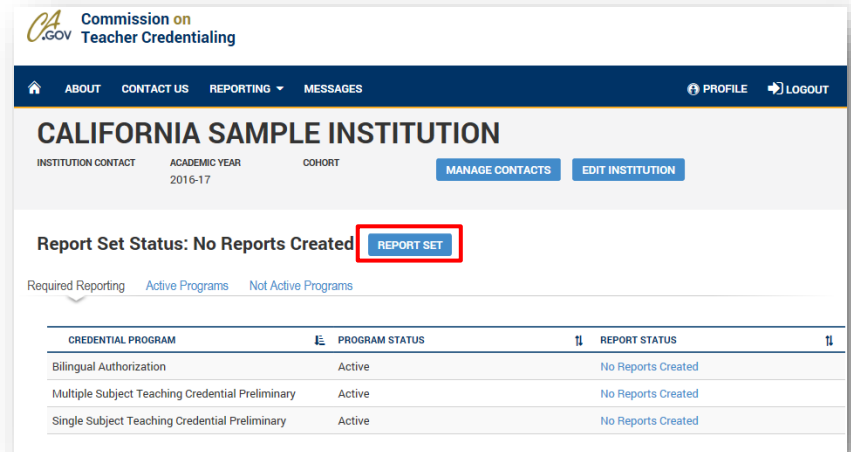
View institution data by clicking on the institution name (hyperlink in the "Name" Column).



4) Programs requiring annual data reporting are listed on the institution page.

In this sample, there are three programs requiring annual data reports.

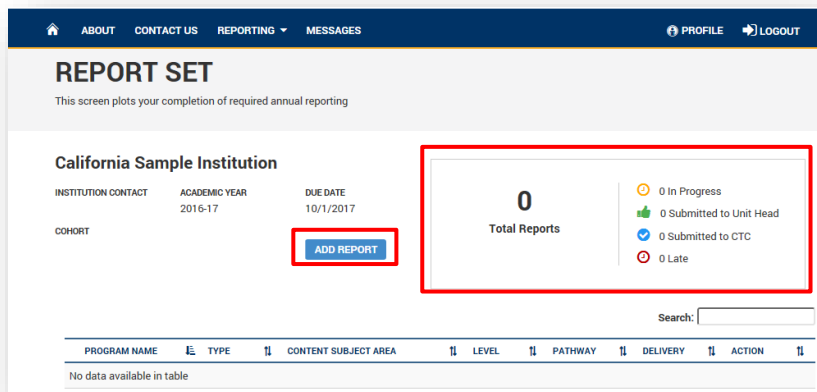
Click on the **Report Set** button to create the required annual data reports. All authorized users will have access to these reports.



5) This is the **Report Set** screen. In this example no reports have been created.

The total number of reports created and the current status of those reports is available to the right of the institution name.

Click the "Add Report" button to create a new report.





6) Programs requiring annual data reporting are listed on the drop down menu. Select the program you want to create a report for.

Select options from the dropdown as appropriate.

Important: Data is reported separately for each program pathway/delivery model. Select the responses for the program option you are reporting on.

Repeat Steps 5 and 6 for each program pathway/delivery model for each credential program. Adding a report also adds the report to the overall **Report Set**.

7) Answer the questions within the report.

Once all data has been entered, click **Submit To Unit Head**.

Submitting the report to the Unit Head will lock the report.

Incomplete reports may be saved and completed at a later time provided the reports have not been submitted to the Unit Head.

* 21. Number of candidates who are in first year of teaching/leading	25
* 22. Number of candidates who completed program on time	27
* 23. Number of candidates who completed program within one year of expected length	15
* 24. Number of candidates who completed program more than one year beyond expected length of time	8
* 25. Candidates who left the program	
25a. Candidates who left the program voluntarily	7
25b. Candidates who were counseled out	5

8) Once all reports have been submitted to the Unit Head, the Unit Head can submit the complete set of reports to the CTC.

Once submitted to CTC, the institution will no longer have access to alter the reports.

If a data error was made, the Unit Head may request the reports be unlocked by CTC and then all reports in the set will be returned to the institution since only complete data submissions are accepted. Refer to the **training guide** for more information.

PROGRAM NAME	TYPE	CONTENT SUBJECT AREA	LEVEL	PATHWAY	DELIVERY	ACTION
Bilingual Authorization			Post-grad	N/A	Online	✎
Multiple Subject Teaching Credential	Preliminary		Undergrad	Co-teaching	Combination	✎
Single Subject Teaching Credential	Preliminary		Post-grad	Intern	Combination	✎