How to Add and Update the Performance Assessment Model (PA) and Program Contacts
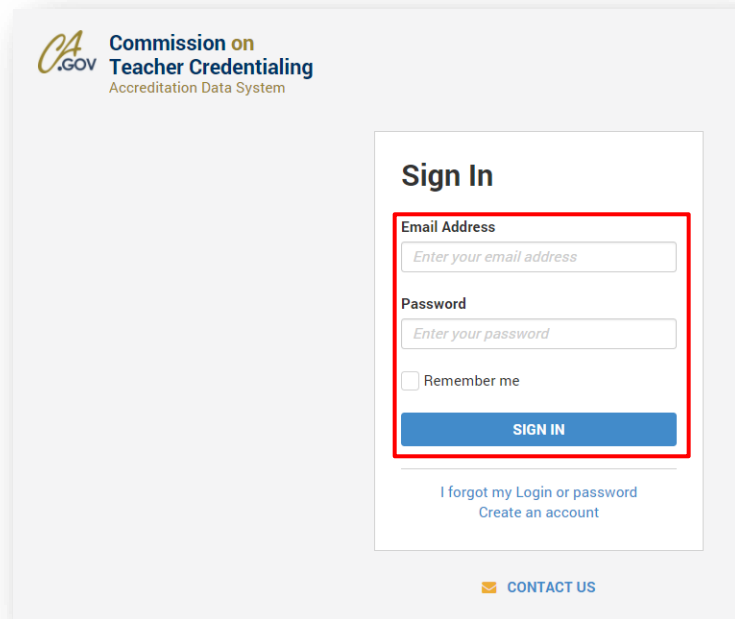
Individuals who are registered and have an Accreadiation Data System (ADS) account, and are assigned as the Unit Head, Security Delegate or Program Delegate, may add and update their program's teaching and/or administrative performance assessment models and related program coordinator contacts for their institution.

For detailed information about ADS users, please refer to the "ADS Users" on the [Annual Data Submission](#) webpage.
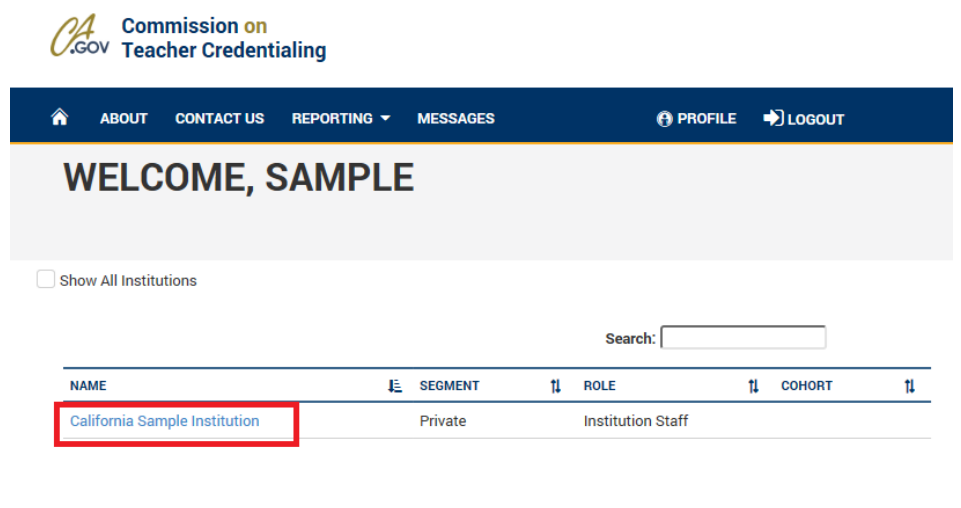
1) Navigate to https://edprepdata.ctc.ca.gov From the sign in screen, enter your email address and password, and click **Sign In**.	
2) Click the institution name (hyperlinked in the **Name** column).	

3) Click **Active Programs** tab below the institution name.	
4) On the **Active Programs** tab, a hyperlink in the **Performance Assessment** column for the preliminary teaching and administrative services programs will become available. *Use the Search box to find the specific programs.	

5) Click the **Performance Assessment** hyperlink. A pop-up window will display with the following fields: Performance Assessment Model, Coordinator Contact #1, Coordinator Contact #2, and Comments.	## Performance Assessment Model **Performance Assessment Model** [dropdown] **Coordinator Contact #1** [dropdown] **Coordinator Contact #2** [dropdown] **Comments** [text area] [Cancel] [Update]

6) Click the **Performance Assessment Model** drop down list. A list of the models will be available for selection. Click the Update button to save the changes. The Performance Assessment Model list is constrained by the type of program selected. For example, if selecting a model for a preliminary teaching program, the options available will be CalTPA, edTPA and FAST. For preliminary administrative services, the only option available will be CalAPA.	Preliminary Multiple Subject, Single Subject and Education Specialist programs: **Performance Assessment Model** Performance Assessment Model CalTPA EdTPA FAST Preliminary Administrative Services program: Performance Assessment Model CalAPA CalAPA
7) Select the contacts in the **Coordinator Contact** #1 and #2 fields. Click the Update button to save the changes. The Coordinator Contact drop down lists are based on the institution contacts already available in the Institution Contacts page, and have listed an email with the "Work" or "Both" as the email type. If a contact is not on the list, the unit head or security delegate will need to add the contact first in the "Manage Contacts" page, or edit the email type to "Work" or "Both".	Coordinator Contact #1 (@ctc.ca.gov) (@ctc.ca.gov)
8) Add notes in the **Comments** text box. Click the Update button to save the changes.	Comments

9) Update the model and/or coordinator information by reselecting the **Performance Assessment Model** drop down list.

To save all changes, click the Update button.