



How to Add and Update the Performance Assessment Model (PA) and Program Contacts

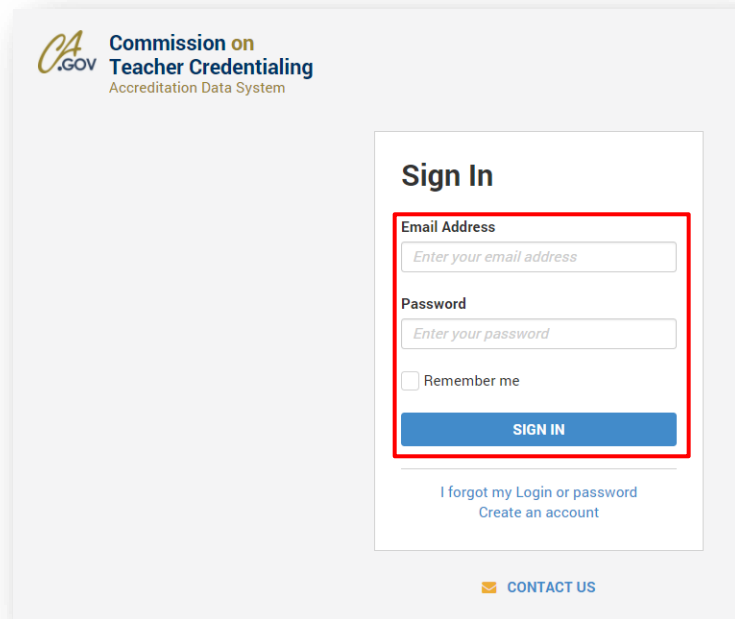
Individuals who are registered and have an Accreditation Data System (ADS) account, and are assigned as the Unit Head, Security Delegate or Program Delegate, may add and update their program’s teaching and/or administrative performance assessment models and related program coordinator contacts for their institution.

For detailed information about ADS users, please refer to the “ADS Users” on the [Annual Data Submission](#) webpage.

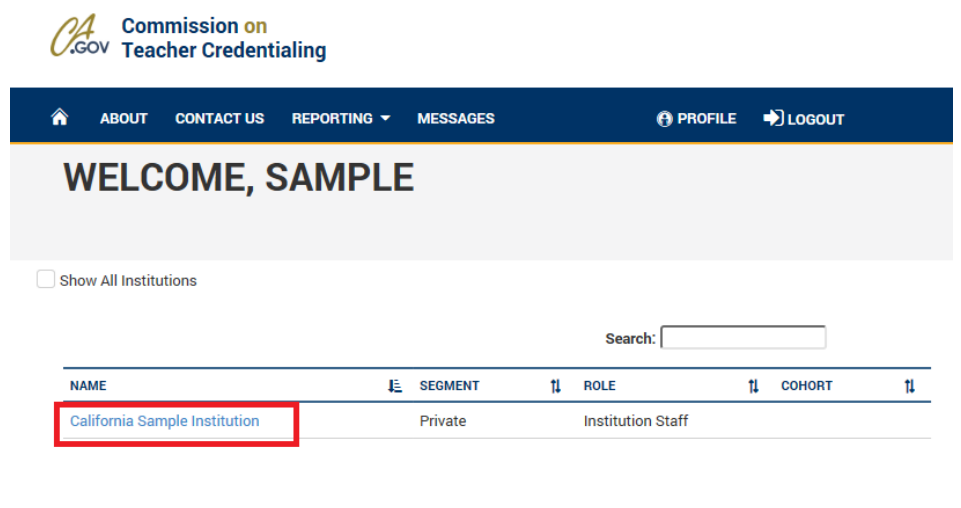
1) Navigate to

<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.

CALIFORNIA SAMPLE INSTITUTION

INSTITUTION CONTACT ACADEMIC YEAR 2022-23 COHORT [MANAGE CONTACTS](#) [EDIT INSTITUTION](#) [DATA DASHBOARD](#)

Report Set Status: No Reports Created [REPORT SET](#)

Required Reporting **Active Programs** Not Active Programs [ADD PROGRAM](#) [REQUEST A MISSING PROGRAM](#)

Show 10 entries Search:

CREDENTIAL PROGRAM	PROGRAM STATUS	REPORT STATUS	ACTION
Adapted Physical Education Specialist Credential	Active	No Reports Created	✎
Added Authorization in Special Education Adapted Physical Education	Active	No Reports Created	✎

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.

CALIFORNIA SAMPLE INSTITUTION

INSTITUTION CONTACT ACADEMIC YEAR 2022-23 COHORT [MANAGE CONTACTS](#) [EDIT INSTITUTION](#) [DATA DASHBOARD](#)

Report Set Status: No Reports Created [REPORT SET](#)

Required Reporting Active Programs Not Active Programs [ADD PROGRAM](#) [REQUEST A MISSING PROGRAM](#)

Show 10 entries Search: multiple

CREDENTIAL PROGRAM	APPROVED DATE	END DATE	STATUS	PERFORMANCE ASSESSMENT	ACTION
Multiple Subject +PLUS- BILA	1/23/2020		Active		✎
Multiple Subject +PLUS- Education Specialist Mild/Moderate	2/19/2020		Active		✎
Multiple Subject +PLUS- Education Specialist Moderate/Severe	2/19/2020		Active		✎
Multiple Subject Teaching Credential Preliminary	11/16/2018		Active	(None) Update Model	✎



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

Coordinator Contact #1

Coordinator Contact #2

Comments

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

([redacted]@ctc.ca.gov)
([redacted]@ctc.ca.gov)

8) Add notes in the **Comments** text box. Click the Update button to save the changes.

Comments

[Text box]



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.

Performance Assessment Model

Performance Assessment Model

CalTPA

Coordinator Contact

- [Redacted] ([Redacted]@ctc.ca.gov)

Comments

Cancel Update

Performance Assessment Model

Performance Assessment Model 1

CalTPA

Coordinator Contact

- [Redacted] ([Redacted]@ctc.ca.gov)

Coordinator Contact #1 2

[Redacted] ([Redacted]@ctc.ca.gov)

[Redacted] ([Redacted]@ctc.ca.gov)

Comments

Cancel Update