

## Preparing a Preconditions Report

In Year 1 and Year 4 of an institution’s accreditation cycle, institutional officials prepare a *Preconditions Report* to be submitted to the Commission. The *Preconditions Report* is a required part of the accreditation cycle and is designed to ensure compliance with certain laws, regulations, and Commission policies. For ongoing accreditation, The *Preconditions Report* includes the following components.

**1. Response to Preconditions:** In its *Preconditions Report*, the institution includes its response to accreditation preconditions established by state laws and the Commission. The institution must respond to the General Institutional Preconditions for all credential programs offered by the institution as well as Educator Preparation Program-specific Preconditions for each Commission-approved program. A compilation of all adopted general and program-specific preconditions for Educator Preparation in California may be accessed from the [Preconditions webpage](#). The Preconditions document itself may be used as a template with the heading for each number and letter and statement of the Precondition followed by the institution response as to how the Precondition is met.

**2. Matrix of Approved Programs, Current Enrollment, and Completers:** The institution must provide a table that clearly shows the approved credential programs, the delivery model—traditional or intern, and the location where the program is offered. In addition, for each of the programs-delivery models-locations, the table must provide the current enrollment and the number of program completers from the prior year. An example of such a table is provided below. An institution may use this table and modify it based on programs offered, or use another that provides the same information. ***Please note- this section of the report will submitted through Annual Data Submission beginning in 2017-18.***

***Sample Table of Approved Programs, Current Enrollment and Completers  
Approved Credential Programs Offered by Institution  
Precondition Report***

Credential Program	Delivery Model	Location	Current Enrollment	Completers 2015-16
Multiple Subject	Traditional	Main Campus		
	Intern	Main Campus		
	Intern	Satellite Location		
Single Subject	Traditional	Main Campus		
	Intern	Main Campus		
Preliminary Administrative Services	Traditional	Main Campus		
	Traditional	Satellite Location		

*Add additional rows for all approved programs offered by the institution.*

**3. Submission:** Preconditions should be submitted to [Accreditation@ctc.ca.gov](mailto:Accreditation@ctc.ca.gov) and should include a complete [Submittal-Verification Form](#) with appropriate signature. The form should be scanned and emailed when submitting the Preconditions Report. The form is to verify that a person in authority agrees that the document being submitted is a valid document from the institution.

If you have questions, please contact your accreditation cohort consultant.