

California Commission on Teacher Credentialing

How to Add and Update Contacts for an Approved Program

Commission-approved institutions may provide program coordiantor and contacts for their approved program(s) in the Accreditation Data System (ADS). Providing the specific program coordinator and/or contact will allow the Commisson on Teacher Credentialing to ensure that program specific information are communicated to the appropriate party. It is important to note that individuals who are registered and have an ADS account, and are assigned as the Unit Head, Security Delegate or Program Delegate, may add and update contacts for their approved programs.

Please use the guide below on how to add your institution's coordinator or contact person for an approved program.

1) Navigate to				
https://edprepdata.ctc.c	a.gov	Commission on Teacher Credentialing		
From the sign in screen, your email address and password, and click Sign	enter	Accreditation Data System	Sign In	
			Email Address	
			Password	
			Enter your password	
			Remember me	
			Create an account	

California Commission	on Teacher Credentialing Accreditation Data System
 Click the institution name (hyperlinked in the Name column). 	Commission on Teacher Credentialing
	ABOUT CONTACT US REPORTING
Note: Institution data becomes available to users after authorization is granted by the	WELCOME, SAMPLE
Unit Head.	Show All Institutions
	Search:
	NAME JE SEGMENT 11 ROLE 11 COHORT 11
	California Sample Institution Private Institution Staff
 Click Active Programs tab below the institution name. 	CALIFORNIA SAMPLE INSTITUTION INSTITUTION 2023-24 COHORT Creen MANAGE CONTACTS EDIT INSTITUTION ACCREDITATION REPORTS DATA DASHBOARD
	Report Set Status: In Progress REPORT SET Required Reporting Active Programs Not Active Programs
 4) To add a program coordinator or program specific contact, click the 3rd person icon in the Action column for a program in the table below 	CALIFORNIA SAMPLE INSTITUTION INSTITUTION CONTACT ACADEMIC YEAR 2023-24 COHORT Green MANAGE CONTACTS EDIT INSTITUTION ACCREDITATION REPORTS DATA DASHBOARD
	Report Set Status: In Progress REPORT SET Required Reporting Active Programs Not Active Programs
	Show 10 v entries Search:
	CREDENTIAL PROGRAM A APPROVED DATE Istatus STATUS STATUS EFFECTIVE DATE PERFORMANCE ASSESSMENT Action Added Authorization in Special 01/09/2019 Active 01/09/2019 Image: Constraint of the second



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Accreditation Data System

5)	 On the Institution Program Contacts window, there are two options to provide the program contact. 1. Select a contact from the drop down menu and click the Add button. 2. Add a new contact if the contact is not listed in the drop down menu Fill in the drop down menu. 		Institution Program Contacts Bilingual Authorization No contacts added for this program. Choose a contact to add for this credential program.				×	
		First Name, Last Name, Phone, and Email fields, then click the Add New Contact button. A phone number and email address will be required.	First Name:	Teacher	Last Name:	Credentialin	3	
			Phone: 2 Add New Conta	ct	Email:	Work	abc@ctc.ca.c	Close
6)	To coo pro bu	remove a program ordinator/contact from a ogram, click the Delete tton.	Institution Bilingual Autho • Teacher Cro Choose a contac Contact Added. If a contact does First Name: Phone: Add New Contact	n Program Con prization edentialing (abc@ctc.ca. et to add for this credenti s not exist on above drop Teacher	tacts gov) Delete al program. Add down list, add a new Last Name: Email:	w contact belov Credentialing Work	v. abc@ctc.ca.g	ov Close