



How to Print a Report

Individuals who have an Accreditation Data System (ADS) account and are assigned a permission (Institution Staff, Program Delegate, Security Delegate) by the Unit Head or Security Delegate may create program decks, enter data, as well as, save, print and submit program reports to the Unit Head. The institution Unit Head and Security Delegate may assign individuals with user permissions.

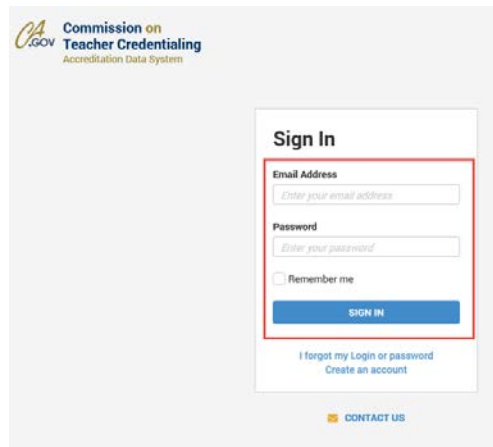
For detailed information about ADS users, please refer to the “ADS Users” on the Accreditation Data System webpage.

- **It is highly recommended that reports are printed after they are completed.**
- **If the report has been submitted to the Unit Head, the Unit Head or Program Delegate may unlock the report for printing.**
- **If the reports have been submitted to the Commission, the Unit Head must contact the Commission to unlock the reports for printing.**
- **After the reporting period has ended, the print option will no longer be available.**

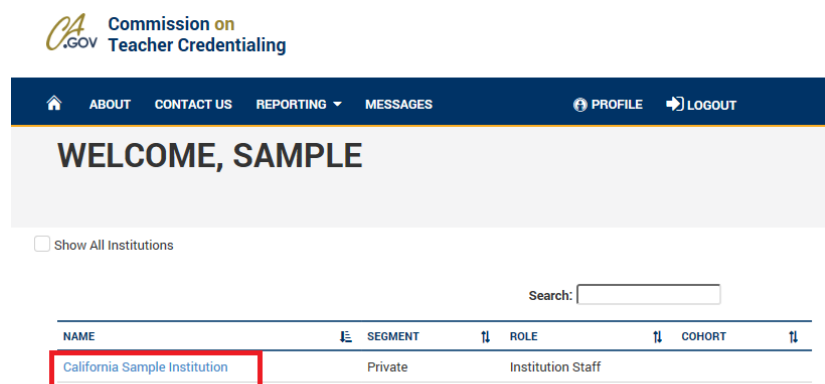
1) Navigate to

<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 the **REPORT SET** button to access the program report.

You may also click on the individual program link below **REPORT STATUS** column.

CALIFORNIA SAMPLE INSTITUTION

INSTITUTION CONTACT: Unit Head | ACADEMIC YEAR: 2018-19 | COHORT: Violet

MANAGE CONTACTS | EDIT INSTITUTION | ACCREDITATION REPORTS

ASSIGN COHORT | VIEW BIR TEAMS

Report Set Status: In Progress **REPORT SET**

Required Reporting | Active Programs | Not Active Programs **ADD PROGRAM**

CREDENTIAL PROGRAM	PROGRAM STATUS	REPORT STATUS	ACTION
Bilingual Authorization	Active	No Reports Created	
Multiple Subject Teaching Credential Preliminary	Active	In Progress	
Single Subject Teaching Credential Preliminary	Active	No Reports Created	

[Back to List](#)

4) On the REPORT SET page, open the program report by

clicking the button in the ACTION column. This action will open the program report.

REPORT SET

This screen plots your completion of required annual reporting **SET DUE DATE**

California Sample Institution

INSTITUTION CONTACT: Unit Head | ACADEMIC YEAR: 2018-19 | DUE DATE: 8/15/2019

COHORT: Violet **ADD REPORT**

1 Total Reports

- 1 In Progress
- 0 Submitted to Unit Head
- 0 Submitted to CTC
- 0 Late

Search:

PROGRAM NAME	TYPE	CONTENT SUBJECT AREA	LEVEL	PATHWAY	DELIVERY	ACTION
Multiple Subject Teaching Credential	Preliminary		Postgraduate	Student Teaching: Co-teaching	Face to Face	

BACK **SUBMIT** *Submit all reports*

5) Click the report using the Print icon on the top right corner.

Depending on your internet browser, it may be possible to save the report as a PDF as an alternative to printing to paper.

CALIFORNIA SAMPLE INSTITUTION

INSTITUTION CONTACT: Unit Head | ACADEMIC YEAR: 2018-19 | COHORT: Violet

PLEASE REPORT FOR THE FOLLOWING PATHWAY:
Multiple Subject Teaching Credential Preliminary, Student Teaching: Co-teaching, Postgraduate, Face to Face

* 1. Is your program on the semester or quarter system?

* 2. What is the number of units required for completion of the program?

* 3. In months, what is the expected length of the program for full-time candidates?