How to Submit a Report

Individuals who are registered and have an Accrediation Data System (ADS) account may be assigned with a permission to create program decks, enter data, as well as, save, print and submit program reports. All ADS assigned users may submit individual reports to the Unit Head. Only the Unit Head and Program Delegate may submit program reports to the Commission, and all completed reports must be submitted together.

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

- **It is highly recommended that all completed reports are printed before submitting to the Unit Head and the Commission.**
- **A report submitted to the Unit Head may be unlocked by the Unit Head or Program Delegate.**
- **A report submitted to the Commission may be unlocked by the Commission per the Unit Head's request.**
- **If program reports are not submitted to the Commission by the deadline date, a Report Status of "Late" will be displayed.**

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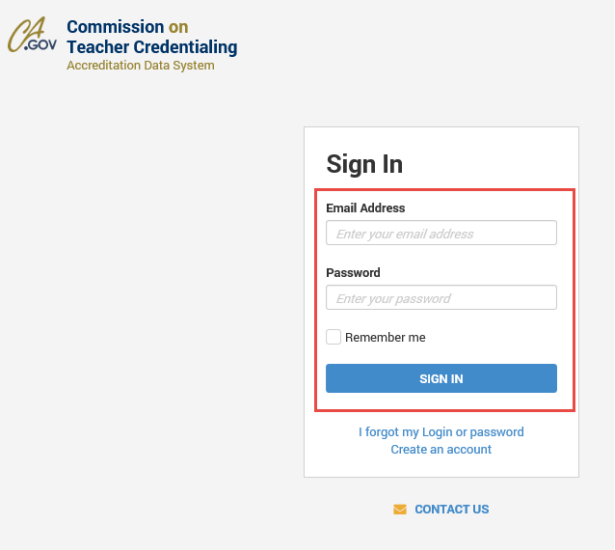
A. Submit An Individual Report to the Unit Head

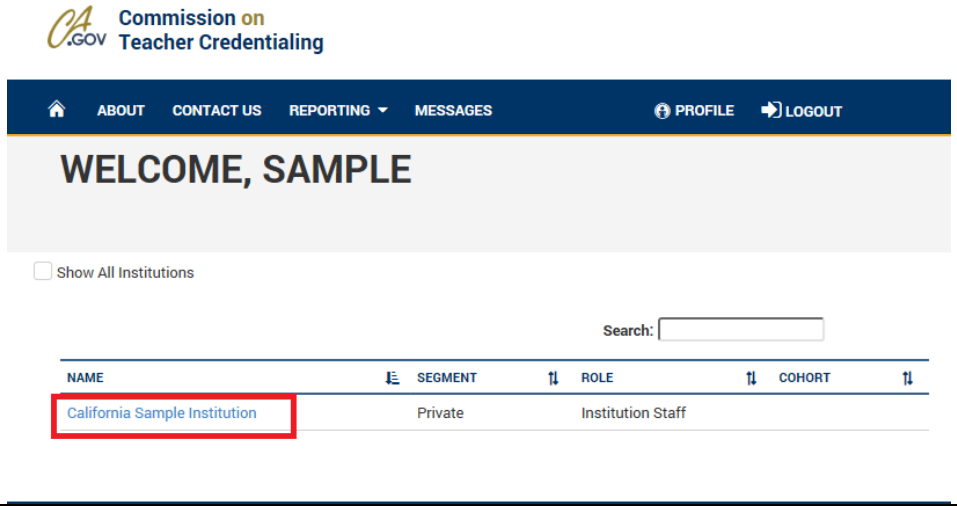
1) Navigate to

https://edprepdata.ctc.ca.gov

From the sign in screen, enter your email address and password, and click **SIGN IN.**

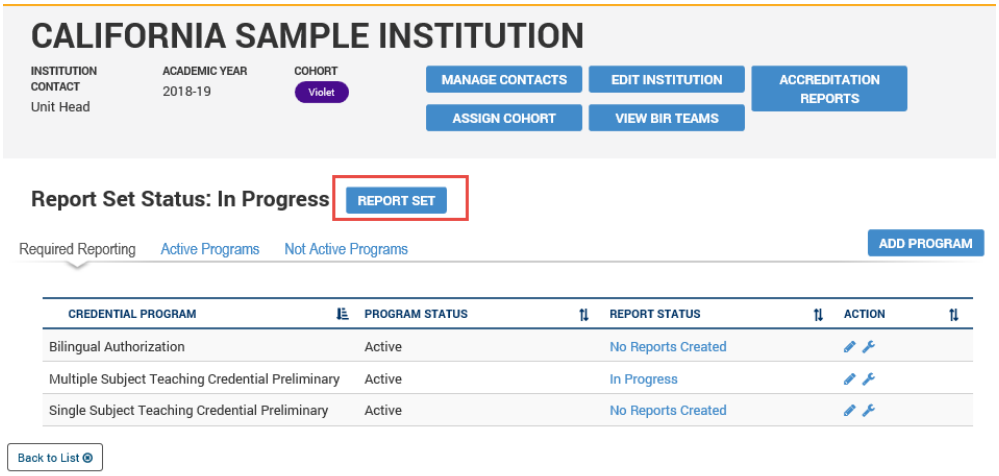


2) Click the institution name (hyperlinked in the **NAME** column).

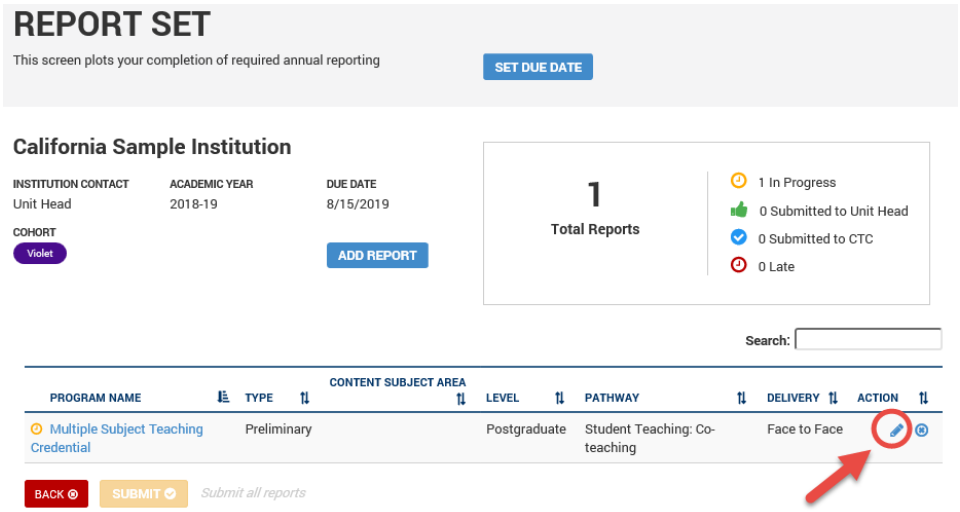


3) Click the **REPORT SET** to view all program reports.

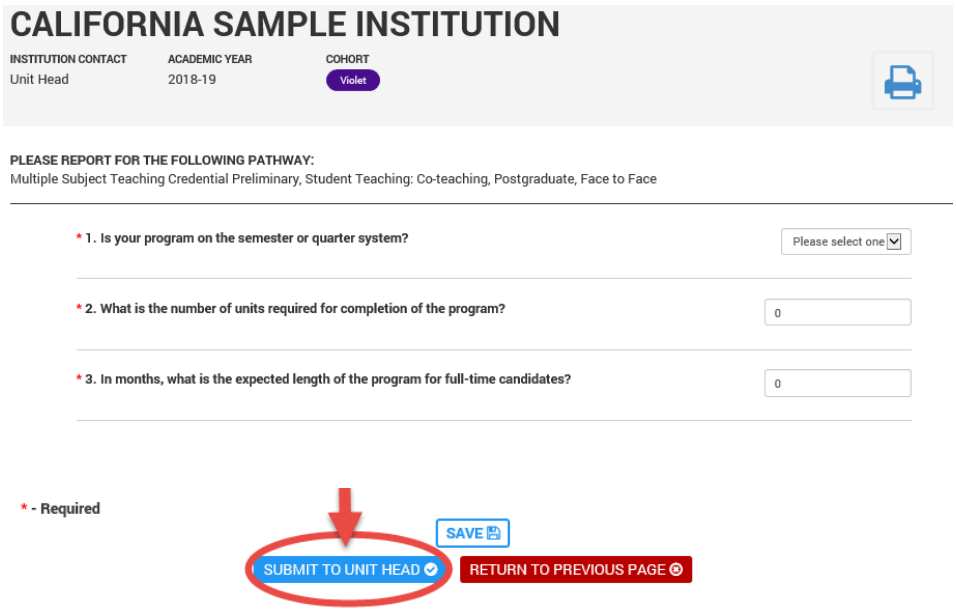
You may also click on the individual program link below the REPORT STATUS column.



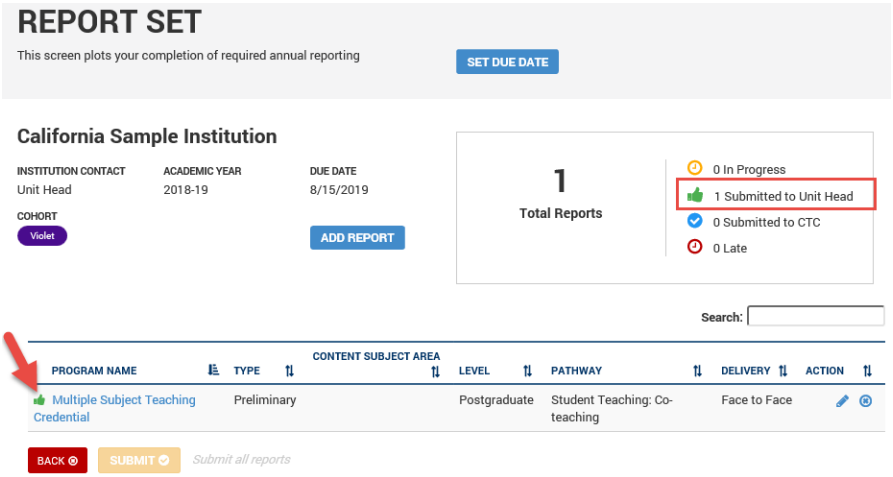
4) On the REPORT SET page, open the program report by clicking the button in the ACTION column. This action will open the program report.



5) After completing the report, scroll down to the bottom and click **SUBMIT TO UNIT HEAD**.



6) Back on the REPORT SET page, the report submitted to the Unit Head will be indicated with a green thumbs up icon.

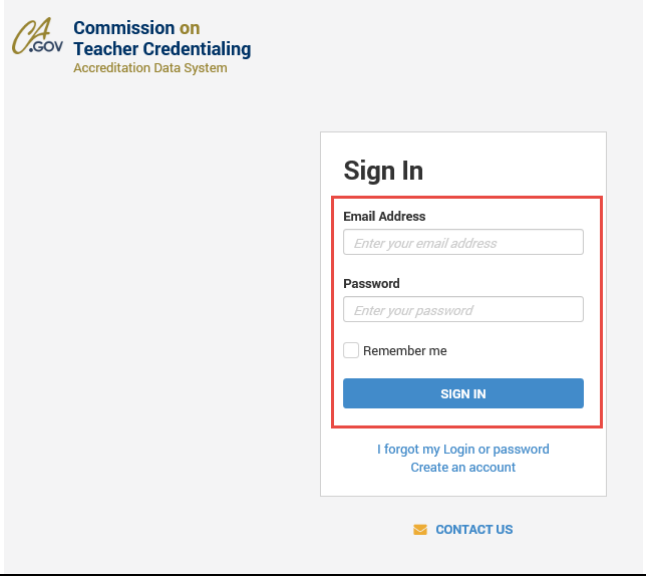


B. Submit All Reports to the Commission

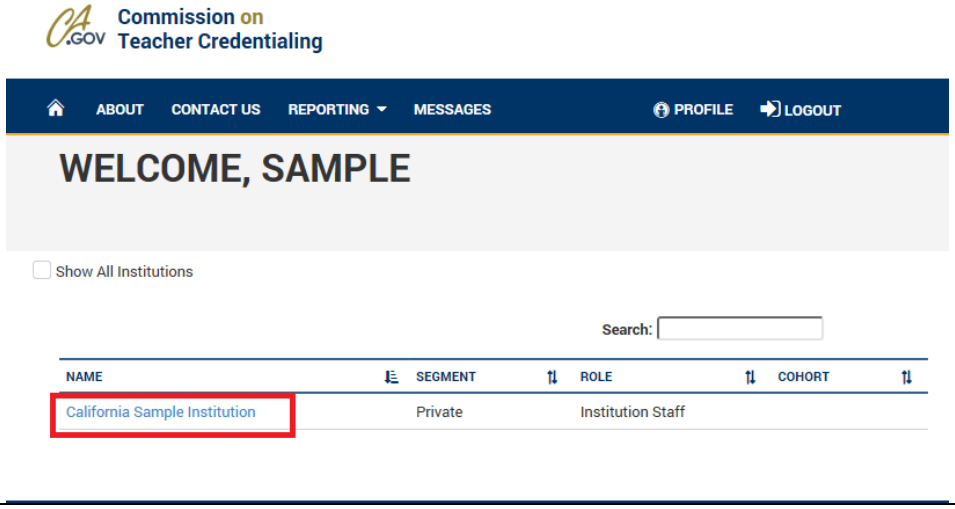
1) Navigate to

https://edprepdata.ctc.ca.gov

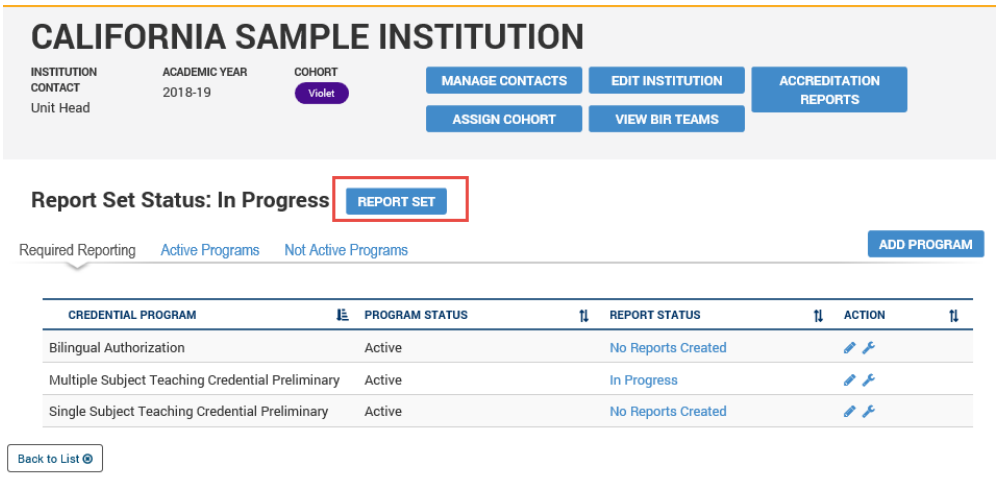
From the sign in screen, enter your email address and password, and click **SIGN IN.**



2) Click the institution name (hyperlinked in the **NAME** column).



3) Click the **REPORT SET** to view all program reports.



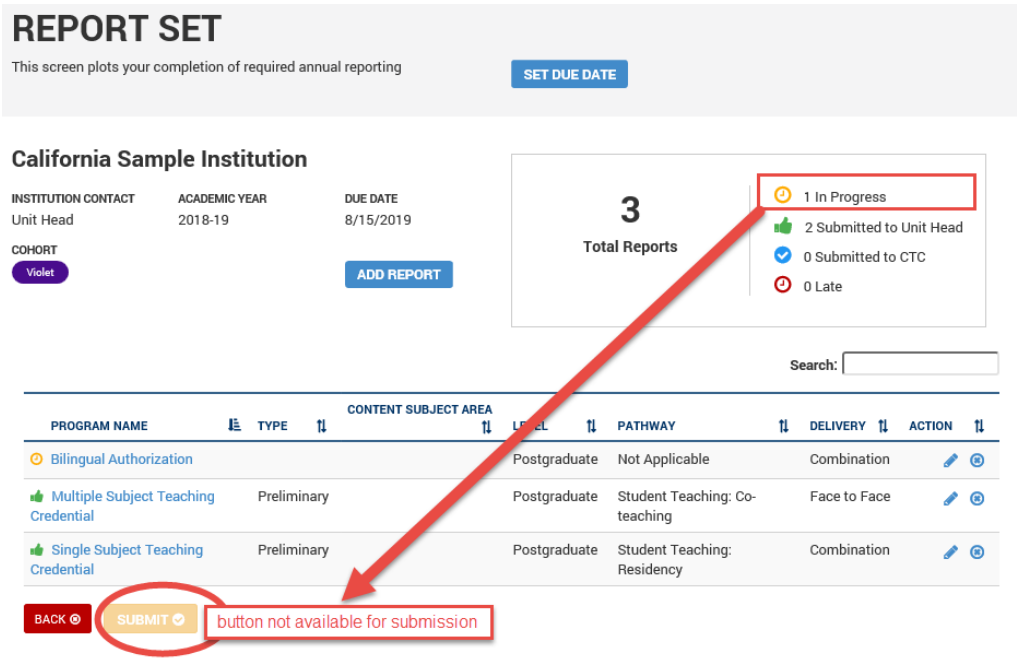
4) On the REPORT SET page, the **SUBMIT** button is disabled (yellow) when all reports have not been created and or submitted to the Unit Head.

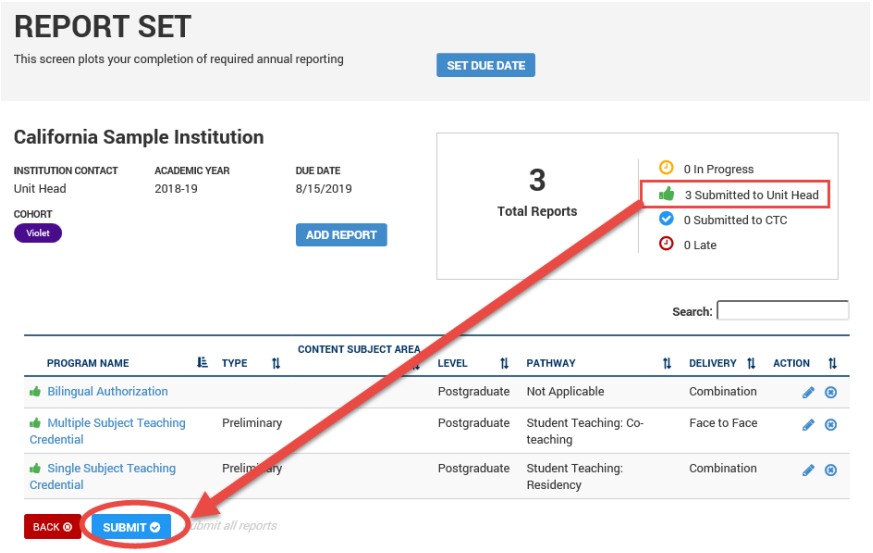
To submit reports to the Commission by enabling the **SUBMIT** button, ensure that:

1. at least one report (with level, pathway and delivery method) for each required reporting program has been created and submitted to the Unit Head
2. all programs reports are submitted to the Unit Head (identified by the green thumbs up icon)

Check the status of reports to find out why the **SUBMIT** is not active (yellow).

Only the Unit Head and the Program Delegate may submit all reports to the Commission.



5) After all of the program reports have been submitted to the Unit Head, the **SUBMIT** button will become active (blue).

Once a report has been submitted to the Commission, the institution no longer has access to create, edit and delete a program report. A request sent to the Commission to unlock all reports must be made by the Unit Head.