

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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California Commission on Teacher Credentialing

Accreditation Data System

A. SUBMIT AN INDIVIDUAL REPORT TO THE UNIT HEAD

 Navigate to <u>https://edprepdata.ctc.ca.gov</u> From the sign in screen, enter your email address and password, and click SIGN IN. 	Contraction Data System Sign In Enter your email address Enter your email address Remember me Ston IN Arberd my Login or password Create an account
2) Click the institution name (hyperlinked in the NAME column).	Commission on Teacher Credentialing ABOUT CONTACT US REPORTING ~ MESSAGES PROFILE PROFILE Description Show All Institutions Show All Institutions Search: Image: California Sample Institution Private Institution Staff
 3) Click the REPORT SET to view all program reports. You may also click on the individual program link below the REPORT STATUS column. 	CONTACT 2018-19 MANAGE CONTACTS EDIT INSTITUTION CONTACT Unit Head CACREDITATION 2018-19 MANAGE CONTACTS EDIT INSTITUTION ASSIGN COHORT VIEW BIR TEAMS ACCREDITATION REPORTS Report Set Status: In Progress Required Reporting Active Programs Not Active Programs ADD PROGRAM Status Cohorts Created Image: Active Programs Multiple Subject Teaching Credential Preliminary Active In Progress Image: Active Programs Bilingual Authorization Active In Progress Image: Active Programs Image: Active Programs Single Subject Teaching Credential Preliminary Active In Progress Image: Active Programs Image: Active Programs Buttotict Teaching Credential Preliminary Active In Progress Image: Active Program



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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 ACADEMIC YEAR DUE DATE Unit Head 2018-19 8/15/2019 COHORT ADD REPORT Total Reports Volor 0 Submitted to Unit Head Search: 0 Late
		PROGRAM NAME LE TYPE L CONTENT SUBJECT AREA L LEVEL L PATHWAY L DELIVERY L ACTION L O Multiple Subject Teaching Credential Preliminary Postgraduate Student Teaching: Co- teaching Face to Face Image: Comparison of the co
5)	After completing the report, scroll down to the bottom and click SUBMIT TO UNIT HEAD .	CALIFORNIA SAMPLE INSTITUTION INSTITUTION CONTACT ACADEMIC YEAR Unit Head 2018-19 Viside
		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?
		* - Required
6)	Back on the REPORT SET page, the report submitted to the Unit Head will be indicated with a green thumbs up icon.	REPORT SET This screen plots your completion of required annual reporting SET DUE DATE
		California Sample Institution INSTITUTION CONTACT ACADEMIC YEAR DUE DATE Unit Head 2018-19 8/15/2019 COHORT ADD REPORT Total Reports Voidet ADD REPORT 0 Late
		CONTENT SUBJECT AREA PROGRAM NAME LE TYPE 11 11 LEVEL 11 PATHWAY 11 DELIVERY 11 ACTION 11
		Multiple Subject Teaching Preliminary Postgraduate Student Teaching: Co- Credential Preliminary Postgraduate Student Teaching: Co- teaching
		BACK 📀 SUBMIT 🛇 Submit all reports



B. SUBMIT ALL REPORTS TO THE COMMISSION

 Navigate to <u>https://edprepdata.ctc.ca.gov</u> From the sign in screen, enter your email address and password, and click SIGN IN. 	Commission on Eacher Creditation Data System Sign In Enter your email address Enter your email address Enter your password Remember me SIGN IN I forgot my Login or password Create an account
2) Click the institution name (hyperlinked in the NAME column).	Commission on Teacher Credentialing ABOUT CONTACT US REPORTING Contact US MELCOOME, SAMPLE Show All Institutions Search: NAME Laifornia Sample Institution Private Institution Staff
3) Click the REPORT SET to view all program reports.	CALLEDCURICUUM ACADEMICY EXAN OUHORT EDIT INSTITUTION ACCREDITATION Unit Head ACADEMICY EXAN OUHORT EDIT INSTITUTION ACCREDITATION Unit Head ACADEMICY EXAN OUHORT VEW BIR TEAMS ACCREDITATION Deports Deports Deports VEW BIR TEAMS ACCREDITATION Compared Reporting Active Programs Not Active Programs ADD PROGRAM Vertuples Subject Teaching Credential Preliminary Active No Reports Created Image: Active Multiple Subject Teaching Credential Preliminary Active No Reports Created Image: Active Single Subject Teaching Credential Preliminary Active No Reports Created Image: Active Buttiple Subject Teaching Credential Preliminary Active No Reports Created Image: Active Multiple Subject Teaching Credential Preliminary Active No Reports Created Image: Active Multiple Subject Teaching Credential Preliminary Active No Reports Created Image: Active Multiple Subject Teaching Credential Preliminary Active No Reports Created Image: Active



California Commission on Teacher Credentialing

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:

- at least one report (with level, pathway and delivery method) for each required reporting program has been created and submitted to the Unit Head
- 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.

 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.



Accreditation Data System