



# PROGRAM SPONSOR ALERT

Date: March 12, 2012

Number: 12-02

Subject: Credential Information Guide (CIG): Understanding the Approved Programs Webpage

## **Summary**

The Commission provides both a public version and program sponsor/employer version of its Approved Program's Webpage. The public page is intended for prospective candidates who are searching for an approved program and provides general information. The page intended for program sponsors and employers, located within the Credential Information Guide (CIG), is a more sophisticated and detailed version with a user name and password log on available to Deans/Superintendents, Program Directors, Accreditation Coordinators, Credential Analysts, and Commission staff.

This alert provides information on accessing and understanding the field CIG version of the Approved Programs Webpage as well as accessing a short webcast on this topic.

## **Background**

The CIG was created in 2002, and most recently updated in 2011, as a way to improve the communication between the Commission and program sponsors and employers. The Approved Program's portion of this webpage is especially important to those involved with the Commission's accreditation process as it provides the approved program history for all institutions and generates the list of approved programs to be reviewed through Program Assessment and at the Site Visit.

Due to the amount of history provided on the CIG it can become difficult to read. Therefore a technical assistance webcast was developed as an aid to understanding the CIG Approved Programs webpage including differentiating between expired, inactive, withdrawn, and active programs.

It is vital for Deans/Superintendents, Program Directors, Accreditation Coordinators, Credential Analysts and Commission staff to understand how to read this webpage. It will become more important as the Commission moves forward with the accreditation process and the CTC Online (previously known as the Credential Web Interface Project - CWIP) recommendation process.

### **References**

- Webcast *Understanding the CIG: Approved Programs* <http://www.ctc.ca.gov/educator-prep/webcasts.html>. (51 minutes)
- Access the CIG: [http://www.ctc.ca.gov/credentials/cig2/cig\\_toc.html](http://www.ctc.ca.gov/credentials/cig2/cig_toc.html)

### **Contact Information:**

The Professional Services Division provides a full list of topic specific dedicated email addresses as well as program areas with the most up to date Commission staff member's email address here <http://www.ctc.ca.gov/educator-prep/PSD-contact.html>.

### **Additional Contacts:**

- CTC Online (CWIP) [ctconline@ctc.ca.gov](mailto:ctconline@ctc.ca.gov)
- Questions about the approved programs listed on the CIG: [PSDinfo@ctc.ca.gov](mailto:PSDinfo@ctc.ca.gov)
- Questions or comments about the CIG in general: [cig2@ctc.ca.gov](mailto:cig2@ctc.ca.gov)