



PROGRAM SPONSOR ALERT

Date: March 3, 2014

Number: 14-03

Subject: Accreditation Cohort-Specific Email

Summary:

This Program Sponsor Alert introduces the use of cohort-specific email accounts designed to enhance communication between Commission staff and Program Sponsors. These cohort-specific email accounts are separate and in addition to those designated for each of the accreditation functions such as Initial Program Review (IPR), Program Assessment (PA) and Biennial Reports (BR). Their use and access will be discussed in this PSA.

When contacting a cohort-specific email account, program sponsors should receive a response within 2-4 business days. If a reply has not been received within 4 business days, please resend the email and cc PSDinfo@ctc.ca.gov.

Background

The number of program sponsors has grown since the inception of the current accreditation system. As a result, there has been an increase in the volume of email. To prevent potential delays in communication and strengthen our ability to provide high quality service, cohort-specific mailboxes have been established. Each mailbox will be monitored by a consultant who will be able to respond to your inquiry or direct it to the appropriate person. The consultant will also follow up with program sponsors and provide technical assistance as needed.

Separate email addresses have been established for programs that offer only Induction or Clear teacher preparation programs. Cohort-specific email will be assigned for programs that sponsor preliminary and other educator preparation programs. An assignment chart is provided in the appendix for your reference.

Below is a list of cohort-specific email addresses as well as continuing dedicated email addresses. Please continue to use the dedicated email for document submission and communication related to those documents as specified.

Cohort-Specific Email Addresses:

The following email addresses have been established in order to provide better and timelier service to program sponsors.

For program sponsors offering Induction or Clear teacher education preparation programs only:

psdinduction@ctc.ca.gov

For all other program sponsors:

psdRed@ctc.ca.gov

psdOrange@ctc.ca.gov

psdYellow@ctc.ca.gov

psdGreen@ctc.ca.gov

psdBlue@ctc.ca.gov

psdIndigo@ctc.ca.gov

psdViolet@ctc.ca.gov

**Continuing Dedicated Email Addresses established with PSA 10-22
(<http://www.ctc.ca.gov/educator-prep/PS-alerts/2010/PSA-10-22.pdf>)**

Accreditation@ctc.ca.gov

For questions about [site visits](#) and submission of Precondition Reports and Site Visit Documentation.

IPR@ctc.ca.gov

For questions about and submission of [Initial Program Review](#) documents.

BiennialReports@ctc.ca.gov

For questions about and submission of [Biennial Report](#) documents.

ProgramAssessment@ctc.ca.gov

For questions about and submission of [Program Assessment](#) documents and reader feedback.

Intern@ctc.ca.gov

For questions from programs that operate or would like to operate an [intern program](#).

PSDinfo@ctc.ca.gov

This email address should be used only in the event that there has been no response from the cohort-specific email. If you have not received a response within 4 business days, please resend to cohort-specific email address and copy to PSDinfo.

Access and Use of Cohort-Specific Emails

All of the above dedicated email addresses are accessed by multiple staff members. Emails sent directly to PSD consultants and/or administrators will be redirected to the appropriate cohort-specific or dedicated email address.

It is no longer necessary to send an email and cc staff consultants or administrators. Using the dedicated email address ensures that your message will reach all of the appropriate personnel in PSD. Please refrain from cc-ing individual PSD staff when sending an email to one of the above email addresses.

Appendix A
Cohort Specific Mailbox Assignment

Mail box	psdRed@ctc.ca.gov	psdOrange@ctc.ca.gov	psdYellow@ctc.ca.gov	psdGreen@ctc.ca.gov	psdBlue@ctc.ca.gov	psdIndigo@ctc.ca.gov	psdViolet@ctc.ca.gov
Program Sponsors	CSUDH CSULA Sonoma State UCB UCLA UCSC Concordia Pacific Union Pepperdine Point Loma Univ. of San Diego REACH Contra Costa COE Davis Joint USD LAUSD Oakland USD Orange USD Placer COE Sutter County SOS	Cal Poly, SLO CalState Teach CSU Sacramento San Jose State UCSB Cal Baptist Chapman St. Mary's Master's Univ. of La Verne Univ. of Phoenix Univ. of the Pacific Santa Barbara CEO ACSA	CSUN San Diego State CSU Stanislaus Academy of Art Biola Fresno Pacific LMU NHU San Diego Christian Santa Clara Touro Whittier William Jessup Capistrano USD Ontario-Montclair Santa Clara USD Sonoma COE Stanislaus COE	CSUCI CSUEB CSUSB Cal Lutheran Humphreys Mills NDNU Patten Simpson WGU Westmont Fresno COE LACOE Madera COE Merced COE San Diego COE Shasta COE	CSU Fullerton UCR Alliant Bard Drexel Dominican Holy Names Loma Linda Phillips Stanford United States Vanguard Magnolia Public Fortune (Mt. Diablo) San Mateo COE Tehama DOE Wiseburn SD	CSUB Cal Poly, Pomona Chico Humboldt CSULB CSUSM Azusa Pacific Bethany Brandman Fielding Graduate Mount St. Mary's Univ. of Redlands USF High Tech High Met Ed District Orange County DOE Sacramento COE San Diego USD San Joaquin COE Santa Clara COE Ventura COE	CSU Fresno San Francisco State CSUMB UC Davis UC Irvine UC San Diego Antioch Argosy Claremont Graduate Hebrew Union Hope La Sierra National Pacific Oaks USC Compton USD El Dorado COE Kern County SOS Boston Reed

Note: This list represents cohort assignments at the time of release of this PSA. For current cohort assignments, please reference the CTC website at: <http://www.ctc.ca.gov/educator-prep/program-accred.html>

Appendix A
Cohort Specific Mailbox Assignment

psdinduction@ctc.ca.gov

Red	Orange	Yellow	Green	Blue	Indigo	Violet
Arcadia USD Burbank USD Cajon Valley Un. Campbell Union Chula Vista ESD Culver City USD Dos Palos Oro Lomo Hanford ESD Manteca USD Marin COE Pleasanton USD Poway USD Redwood City SD Riverside COE Temple City USD Tulare City SD	Alhambra USD Anaheim Union HSD Aspire Public Schools Azusa USD Butte COE Conejo Valley USD El Ranch USD Fontana USD Fremont USD Hayward USD Kings COE Merced Union HSD Milpitas USD Modesto City Paramount USD Rialto USD San Marcos USD Santa Rosa City Schools SIA Tech West Contra Costa USD	Anaheim City SD Chino Valley USD Clovis USD Etiwanda SD Lodi USD Napa COE Panama Buena Vista Pomona USD Riverside USD Rowland USD Saddleback Valley USD San Gabriel USD Santa Cruz COE Sweetwater Union HSD Walnut Valley USD	Antioch USD Bakersfield City SD Castaic Union SD Evergreen SD Fairfield-Suisun USD Garden Grove USD Hacienda La Puente USD King Chavez La Mesa Spring Valley Montebello USD Newark USD Oceanside USD San Bernardino City USD San Juan USD San Mateo Foster City Santa Ana USD Saugus Union SD	Bellflower USD CA School for Deaf Chaffey Joint Union HSD Corona-Norco USD Elk Grove USD Encinitas Union SD Escondido Union SD Fresno USD Glendale USD Grossmont Union HSD Kern HSD Lawndale ESD Long Beach USD Oak Grove SD Palmdale SD PUC Schools San Louis Obispo COE Torrance USD Tulare COE Tustin USD Vallejo City USD	Green Dot Baldwin Park USD Brentwood Union SD Central USD Fullerton SD Lancaster SD Madera USD Monterey COE Ocean View SD Pasadena USD Placentia Yorba Linda San Dieguito Union HSD San Jose USD San Ramon Valley USD Santa Monica Malibu Stockton USD Tracy USD Visalia USD Vista USD West Covina USD Westside Union USD	Antelope Valley Union Cupertino Union SD Envision Schools Escondido Union HSD ICEF/LAUSD Imperial COE Irvine USD Keppet Union SD Los Banos USD Murrieta Valley USD New Haven USD Norwalk La Mirada USD Palo Alto USD Palos Verdes Peninsula Sacramento City USD San Francisco USD Sanger USD Selma USD Sequoia Union HSD Washington USD Wm. S Hart Union HSD

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