PROGRAM SPONSOR ALERT

COMMISSION ON
TEACHER CREDENTIALING
Ensuring Educator Excellence

Date: August 20, 2015   Number: 15-04

Subject: Program Sponsor Responsibilities-Updating Contact
Information Electronically

This PSA supersedes PSAs 10-02, 11-01, 12-10, and 14-08.

Summary

In order to provide important information in a timely manner the Commission attempts to communicate directly to the Dean, Superintendent, Director of Education, or other designated individual through email, US mail, and coded correspondence. Each institution is responsible for keeping the contact information in the Commission's approved program sponsors' database current.

Background

The Commission needs current contact information for all Commission approved program sponsors at all times. Official correspondence is sent to the President, Superintendent, Dean, Director or other designated individuals for various reasons such as when updates are made to program standards or credential requirements, when official actions are taken regarding the institution/program sponsor, to transmit annual accreditation fee invoices, and on other occasions throughout the program approval and accreditation processes.

In order to ensure that the communication is received by institutional and program leadership in a timely manner, each approved institution is responsible for updating its information directly through the Commission's webpage when a change in personnel or contact information occurs. See appendix A for instructions on updating contact information through the Commission web page.

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

Appendix A begins on the next page.

Appendix A

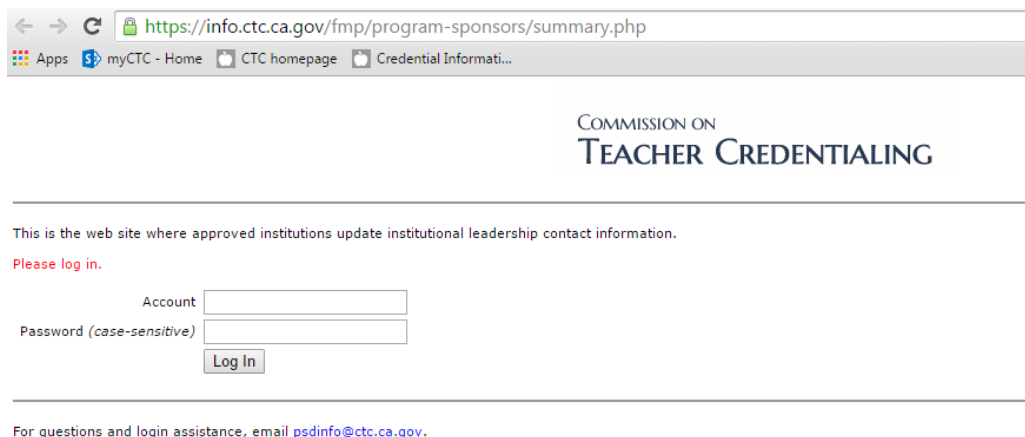**Updating Contact Information for the Commission:**
All approved institutions are responsible for updating institutional leadership contact information. The following webpage is available to the public. Some of the information entered into the database will be displayed on this web page: https://info.ctc.ca.gov/fmp/program-sponsors-contact/all.php

Steps to follow to enter and update the CTC Program Sponsor database.

1) Please send an email to **LRobinson@ctc.ca.gov** to receive the 3-digit code and password required to update the contact information for your specific institution. Passwords are case sensitive. There are NO spaces in the password.

2) Once you have received your 3-digit code and password, click on this link: https://info.ctc.ca.gov/fmp/program-sponsors/summary.php

Please note that the link to update contact information from previous Program Sponsor Alerts is no longer active; bookmark this new page: https://info.ctc.ca.gov/fmp/program-sponsors/summary.php

Enter the 3-digit code in the **Account** section and the password in the **Password** section and select **Log In**

3) Once login is successful a Program Sponsor page will appear.

Program Sponsors:			

Logged in as user   Log out
Auto logout in about 29 minutes.

Program Sponsor contact information for

Edit Record

Address		Multiple Subject Director/Coordinator	
Street		Name	
City		Email	
State		Phone	
Zip+4		Single Subject Director/Coordinator	
Web Site		Name	
Superintendent		Email	
Name		Phone	
Title		TPA Main Contact	
		Note: To contact CTC about TPA matters, email **psdinfo@ctc.ca.gov**.	
Email		Name	
Phone		Contact Type	TPA Coordinator
Fax		Street	
Director (LEA)		City	
Name		State	
Email		Zip+4	
Department		Email	
Phone		Additional Emails	
Secretary Phone		Phone	
FAX		Fax	
Coordinator (LEA)		Notes	
Name		Person Responsible for updating this information	
Email			
Department			
Phone		Name	

4) The institution's information associated with the login information will appear. Please review all the information for the institution. Please note that there is more information on this page than is published on the public web page.

If there is missing or inaccurate information, please select the **Edit Record** button and enter the correct information.

Program Sponsors:			

Logged in as user   Log out
Auto logout in about 29 minutes.

Program Sponsor contact information for

Edit Record

Address		Multiple Subject Director/Coordinator	
Street		Name	
City		Email	
State		Phone	
Zip+4		Single Subject Director/Coordinator	
Web Site		Name	

5) After updating contact information, click the **Save Changes** button. Please note that the updated information will not be saved until the Save Changes button is selected.

6) After clicking Save Changes the page will return to the screen with updated contact information. Finally, please log out of the database. Select the **Log Out** button to completely exit the database. The Log In screen will appear.   Please bookmark this page in your favorites.

7) Close the internet window.

Thank you for your work with the Commission. If you have any questions, please send an email to **psdinfo@ctc.ca.gov**.