

# PROGRAM SPONSOR ALERT

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:

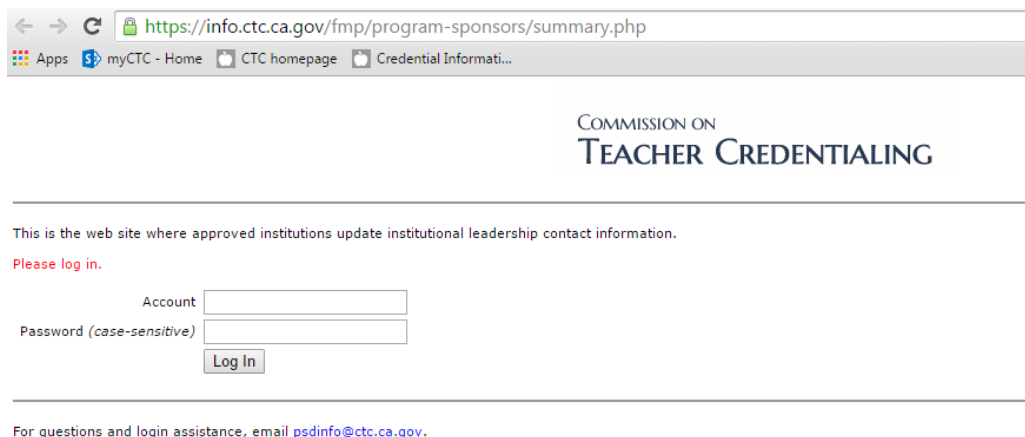
All approved institutions are responsible for updating institutional leadership contact information. The following webpage is available to the public. Some of the information entered into the database will be displayed on this web page: <https://info.ctc.ca.gov/fmp/program-sponsors-contact/all.php>

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

- 1) Please send an email to [LRobinson@ctc.ca.gov](mailto: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**



← → ↻ <https://info.ctc.ca.gov/fmp/program-sponsors/summary.php>

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This is the web site where approved institutions update institutional leadership contact information.

Please log in.

Account

Password (case-sensitive)

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For questions and login assistance, email [psdinfo@ctc.ca.gov](mailto:psdinfo@ctc.ca.gov).

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

Program Sponsors:

Logged in as user   
Auto logout in about 29 minutes.

Program Sponsor contact information for

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	
Email		Note: To contact CTC about TPA matters, email <a href="mailto:psdinfo@ctc.ca.gov">psdinfo@ctc.ca.gov</a> .	
Phone		Name	
Fax		Contact Type	TPA Coordinator
Director (LEA)		Street	
Name		City	
Email		State	
Department		Zip+4	
Phone		Email	
Secretary Phone		Additional Emails	
FAX		Phone	
Coordinator (LEA)		Fax	
Name		Notes	
Email		Person Responsible for updating this information	
Department			

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   
Auto logout in about 29 minutes.

Program Sponsor contact information for



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.


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Program Sponsors:

Logged in as user   
Auto logout in about 28 minutes.

Program Sponsor contact information for



Address		Multiple Subject Director/Coordinator	
Street	<input type="text" value="1900 Capitol Avenue"/> <small>Only Alpha, Numbers, and a few special chars: #,()-</small>	Name	Personal Title: <input type="text"/> <small>Dr., Mr., Ms., etc.</small>
City	<input type="text" value="Sacramento"/> <small>Alpha and hyphen only</small>	First Name:	<input type="text"/> <small>Include middle names/initials with first name.</small>
State	<input type="text" value="CA"/> <small>Alpha only, 2 characters</small>	Last Name:	<input type="text"/>
Zip+4	<input type="text"/> - <input type="text"/> <small>Numbers only</small>	Email	<input type="text"/>
		Phone	( <input type="text"/> ) <input type="text"/> - <input type="text"/> Extension: <input type="text"/>
		Single Subject Director/Coordinator	
		Name	Personal Title: <input type="text"/> <small>Dr., Mr., Ms., etc.</small>

- 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.

Program Sponsors:

Logged in as user   
Auto logout in about 29 minutes.

Program Sponsor contact information for

Address		Multiple Subject Director/Coordinator	
Street	1900 Capitol Avenue	Name	
City	Sacramento	Email	
State	CA	Phone	
Zip+4	95811		
Web Site	www.ctc.ca.gov	Single Subject Director/Coordinator	
		Name	
		Email	
		Phone	
Superintendent		TPA Main Contact	
Name			
Title	Superintendent		



- 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](mailto:psdinfo@ctc.ca.gov).