



PROGRAM SPONSOR ALERT

Date: August 19, 2016

Number: 16-09

Subject: Institution Profile Dashboard: Adding Institution's
Comment

Summary This Program Sponsor Alert is intended to update program sponsors regarding their option to include a comment on their Institution's Profile Dashboard.

Background As part of the Commission's effort to strengthen and streamline the accreditation system, a data warehouse and data dashboards were developed. One such dashboard was the [Institution Profile Dashboard](#), which was developed for each institution offering Commission approved educator preparation programs. Each Institution Profile includes general information about location, programs offered, and accreditation status, as well as candidate demographic data and RICA exam pass rates. Currently the majority of data is drawn from Title II reporting, although as more data becomes available through surveys, and other annual reporting, additional information will be added to the profile.

A text box appears at the bottom of each institutional profile on the dashboard which enables each institution to include a brief comment addressing context or otherwise commenting on the institutional data. This information is provided by and at the sole discretion of the institution and is limited to 500 characters.

Uploading the Institution's Comment Institutions may add a comment to their profile by logging in at <https://info.ctc.ca.gov/fmp/program-sponsors/summary.php>. This is the same

location used when editing an institution's contact information. Once logged in, all current information will be viewable. Click the "edit record" button at the top or bottom of the page. The Data Dashboard Context field is the last item in the right hand column. It will appear as seen below and will count down the available characters as you enter them.

Data Dashboards Context	
Data Dashboards Context	
500 characters left.	
	<small>Limited to 500 characters. Only Alpha, Numbers, and a few special chars: #, ()-</small>

An institution may update this information as often as it likes. It is recommended that this information as well as all contact information be reviewed for accuracy at least annually. Institutions are required to keep all contact information current. Further information regarding program responsibilities for updating contact information can be in [PSA 15-04](#).

Assistance with Login Credentials

For assistance with login credentials, 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.