



PROGRAM SPONSOR ALERT

Date: December 21, 2017

Number: #17-08

Subject: Designating a Unit Head Proxy in the Accreditation Data System

Summary

This Program Sponsor Alert provides information on the process an institution needs to follow to delegate a Unit Head Proxy for the Accreditation Data System (ADS). Institutions must identify the individual, ensure the individual has created an ADS account and activated the account. It is essential to understand that the Unit Head maintains all responsibility for the Commission-approved educator preparation programs and that the Unit Head Proxy is only for working in the ADS.

Background

The Unit Head is responsible for ensuring that data is submitted to the Commission annually through the ADS. The Unit Head may delegate permissions to others at the institution and has the ability to create an annual report for a program, enter data in the annual report form, review the set of annual reports, submit the annual report to the Commission on Teacher Credentialing, authorize additional institution users, and give users permission at the institution. The Unit Head may also give permission to an individual with an account in the ADS to be in the Security or Program Delegate role for the institution. A person designated by the Unit Head as the Unit Head Proxy will have these same permissions as the Unit Head.

If a Unit Head decides to identify a Unit Head Proxy for the ADS, the request must be submitted and signed by the Unit Head and on institutional letterhead to accreditation@ctc.ca.gov identifying the individual and the individual must have an active account in the ADS. Please allow 2 business days for the assignment of the Unit Head permissions. There may only be one Unit Head Proxy for an institution.

References

ADS webpage: <https://www.ctc.ca.gov/educator-prep/program-accred/accreditation-data-system-ads>

Contact Information

The Professional Services Division provides a full list of topic- and program- specific dedicated email addresses at: <http://www.ctc.ca.gov/educator-prep/PSD-contact.html>.