PROGRAM SPONSOR ALERT

Date: December 21, 2018	Number: 18-06
Subject:	Accreditation Data System (ADS): Important Dates for 2018-19, Distinction between *Contacts* and *Users*, and New *Contact* Categories

Summary

This PSA provides dates for the Accreditation Data System (ADS) for the 2018-19 academic year, describes the distinction between a *User* and a *Contact*, and identifies additional institutional contact categories that have been added to the ADS.

As part of the accreditation system for educator preparation, each Commission-approved program sponsor must submit data annually through the ADS. The ADS was piloted during the 2017-18 academic year and gathers a variety of information about each program offered such as the manner in which it is delivered (i.e. pathways and delivery models), the number and demographics of candidates enrolled, and program requirements, including clinical practice hours. Institutions are required to create separate ADS *User* accounts for each individual who will create and enter contact information for *Contacts*, develop the program report decks, and/or submit data on behalf of the institution.

Within the next year, the ADS will become the primary repository for contact information and all Commission-approved institutions will be responsible for keeping contact information up to date. The CTC Online process for submitting credential recommendations remains distinct from the ADS. Information on the Appointing Authority, Authorized Designee, and Authorized Submitters can be found in the Credential Information Guide (CIG).

2018-19 ADS Dates

The key dates for the ADS for the 2018-19 year are listed in the table below:

Date	Activity
January 7, 2019	ADS opens for the 2018-19 year
February 28, 2019	Institution updates all Contacts in the ADS, including the applicable Contacts-Title II, TPA, CalAPA, Accreditation Fee, and Accreditation Contact
March 31, 2019	A Program Report must be created by the institution for each Commission-approved program and its delivery models in the ADS. Between April and August, data needs to be entered into each Program Report
August 15, 2019	Unit Head (also Unit Head Proxy or Program Delegate) must have certified all Program Reports and submit the reports to the Commission

ADS Users and Institutional Contacts

In the pilot year of the ADS, institutions identified institutional contacts and ADS users. The guidance on the distinction between contacts and users was not clear in the ADS pilot year. To clarify:

- *Users:* *Users* are individuals associated with the institution who have access rights to the ADS through an active account with assigned permissions in the ADS— *Users* will have a login and password for the ADS. *Users* log into the ADS, create reports, enter data, verify reports, and/or submit the reports to the Commission.

- *Contacts:* *Contacts* are individuals that are associated with the institution but do not necessarily have access to the ADS. There are two types of contact in the ADS:
    1. *Institution Contacts*—Individuals with roles at the institution
    2. *CTC Contacts*—Individuals responsible for a specific topic in relation to the Commission.

The information entered for a *Contact* must include the individual's contact information as well as the specific area for which the individual has responsibility. Identifying an individual as an institutional *Contact* does not authorize the person to have access to the ADS, submit data, edit information, or have any other authorized function in the ADS. Therefore, a *Contact* does not need to have a login and password to the ADS. An individual may be both a *Contact* and a *User* if so designated.

In its work to continue to build out a robust contact database, the Commission has added five new *Contact* categories in the ADS for 2018-19:

- *Contact Person*: Individual whose name is displayed on the institution's main page of the ADS. The *Contact Person* is who CTC staff will contact if there are questions about *Contacts* or *Users* for the institution or if there are login questions related to the institution.

- ***Accreditation Contact***: In addition to the Unit Head, the Accreditation Contact is the primary contact for all accreditation information, including accreditation reporting, survey reports, and emails from the Professional Services Division related to the accreditation system.

- ***Accreditation Fee Contact***: Individual responsible for ensuring that the institution pays its Annual Accreditation Fees and Extraordinary Accreditation Fees, if applicable. This will often be an individual in the institution's fiscal office.

- ***Title II Contact:*** Individual responsible for submitting Title II data. *Only for institutions sponsoring Preliminary Multiple Subject, Single Subject, and Education Specialist preparation programs.*

- ***TPA Contact***: Individual responsible for coordinating the implementation of the Teaching Performance Assessment at the institution. *Only for institutions sponsoring Preliminary Multiple or Single Subject teacher preparation programs.*

- ***CalAPA Contact***: Individual responsible for coordinating the implementation of the Administrator Performance Assessment at the institution. *Only for institutions sponsoring Preliminary Administrative Services preparation programs.*

The new *Contact* categories listed above can be added to the ADS system by institutions beginning January 7, 2019. Please note that an individual may be listed under multiple *Contact* categories.

To add an individual as a *Contact* in the ADS, an ADS *User* should:
- Enter the individual's contact information;
- Connect the individual to the institution; and
- Assign the individual to the appropriate *Contact* category or categories.

ADS *User* accounts should not be created for new institutional contacts who will not be creating reports or entering data in the ADS. For a detailed list of ADS permission descriptions, please refer to the ADS webpage.

Creating User Accounts
An individual may be both an institutional *Contact* and an ADS *User* if the individual serves in one or more of the *Contact* roles identified above and requires any of the permission levels identified below.

Permission Level	Responsibilities
Institution Staff	An individual identified as Institution Staff may create a program report, identifying the level, pathway, and delivery model. The individual may also enter data in the program report and submit the report to the Unit Head.
Program Delegate	The Program Delegate may do any of the tasks assigned to Institution Staff and may also review the full set of annual reports and submit the reports to the CTC.

Permission Level	Responsibilities
Security Delegate	The Security Delegate may do any of the tasks assigned to Institution Staff and may also assign permissions to other staff members.
Unit Head	The Unit Head may do any of the tasks assigned to Institution Staff and is responsible for ensuring the accuracy of data submitted to the ADS. The Unit Head may also do any of the tasks assigned to the Program or Security Delegate. **Only the Unit Head (or Unit Head Proxy) may identify an individual as a Security or Program Delegate**. For information on identifying a Unit Head Proxy for the ADS, see PSA 17-08

The ADS webpage provides specific directions and examples regarding how to add individuals as *Contacts*, connect individuals to the institution, assign individuals to specific *Contact* categories, and/or give *Users* specific permissions to work in the ADS.

References
Accreditation Data System website

Contact Information

Accreditation Data System: Annualdatasystem@ctc.ca.gov

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