



PROGRAM SPONSOR ALERT

DATE:
January 30, 2020

NUMBER:
20-01

SUBJECT: Program Sponsor Responsibilities-Updating Contact Information Electronically in the Accreditation Data System

This PSA supersedes PSAs 10-02, 11-01, 12-10, 14-08, and 15-04.

Summary:

This Program Sponsor Alert provides information on the process an institution needs to follow to update institutional leadership information for the Accreditation Data System (ADS). The ADS will become the primary warehouse for accreditation activities and now exclusively store all contact information. All Commission-approved institutions will be responsible for keeping contact information up to date. Institutional contacts will display on the new Approved Institutions and Programs webpage available on February 3, 2020.

Background:

Previously, all approved institutions were responsible for updating institutional leadership contact information in the CTC Program Sponsor database. Contact information maintained in the Program Sponsor database was publicly displayed on the Commission's Approved Institutions and Programs dashboards. With the implementation of the ADS in January 2018, institutional contact information was also collected for the purpose of the annual accreditation data reporting process and accreditation activities.

To centralize the collection and maintenance of institution contacts, the Commission will close the CTC Program Sponsor database on February 7, 2020 and the sole process for updating contact information will now transition to the ADS.

Effective February 3, 2020, the Commission will publicly display selected institutional contacts collected in ADS on the Commission's Approved Institutions and Programs dashboards. The following contacts will be publicly available:

- Dean
- Associate Dean
- Superintendent
- Associate/Assistant Superintendent
- Accreditation Contact
- Contact Person
- Director of Teacher Education
- Credential Analyst

All other contacts will be available in the ADS and used for Commission accreditation activities. It is essential that all institutions keep the contact information updated in the ADS. More than one person can be identified for any contact role.

Individuals assigned as the Security Delegate, Unit Head or Unit Head Proxy can add or update contact information in the ADS. If you have a different unit head than who is showing in the ADS, the new Unit Head must create an account—email as login and set a password--and email annualdatasystem@ctc.ca.gov to notify the staff that you need Unit Head permissions give to this new user. Commission staff will give the Unit Head the appropriate permissions.

Steps for updating contact information and assigning user permissions can be found on the ADS: Institution Training Guide. For the distinction between contacts and users and new contact categories, refer to PSA 18-06.

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).

References:

[Accreditation Data System website](#)

Contact Information:

Accreditation Data System: Annualdatasystem@ctc.ca.gov