



PROGRAM SPONSOR ALERT

Date: January 30, 2020

Number: 20-02

Subject: Accreditation Data System (ADS): Implemented Enhancements, Updates to Program Reporting Questions and Resources, and Important Dates for 2019-20

Summary

This Program Sponsor Alert provides information on the newly implemented enhancements for the [Accreditation Data System \(ADS\)](#), updates to program reporting questions and resources, and dates for the 2019-20 academic reporting year.

ADS Enhancements

As a component of the accreditation process, Commission-approved institutions are required to annually submit data on their approved educator preparations programs. Program data is submitted by level, pathway, and delivery method. The level and pathway options differ depending on the type of educator preparation program. All programs have Face-to-face, Online, and Combination as the delivery model options.

Data is collected in the Commission's Accreditation Data System (ADS). The ADS was piloted in the spring of 2017 and after two years of implementation an opportunity for some enhancements was identified. These enhancements have completed the review and testing process. The system enhancements focus on improving user experience and resolve system malfunctions. The following enhancements will be in the ADS upon its opening on January 31, 2020.

Dual/Blended Credential Programs

The ADS will now allow institutions to report on a dual or blended preparation program when an institution identifies sponsoring two of their Commission-approved educator preparation programs in a dual or blended way. All candidates enrolled in the dual program are concurrently earning the two identified credentials or authorizations. Eight of the most common dual programs were identified and have been prepopulated in the ADS as one of the

enhancement features. The following dual programs are available in the ADS for program reporting for the 2019-20 reporting year:

- Preliminary Multiple Subject and Bilingual Authorization (MS + BILA)
- Preliminary Single Subject and Bilingual Authorization (SS + BILA)
- Education Specialist Mild/Moderate and Bilingual Authorization (EdSp MM + BILA)
- Education Specialist Moderate/Severe and Bilingual Authorization (EdSp MS + BILA)
- Preliminary Multiple Subject and Education Specialist Mild/Moderate (MS + EdSp MM)
- Preliminary Multiple Subject and Education Specialist Moderate/Severe (MS + EdSp MS)
- Preliminary Single Subject and Education Specialist Mild/Moderate (SS + EdSp MM)
- Preliminary Single Subject and Education Specialist Moderate/Severe (SS + EdSp MS)

If your institution offers one or more of the 'dual credential' programs identified above, please click on the *Request a Missing Program* button and request that the dual program, using the abbreviations shown above, be added to your institution's list of Commission-approved programs. It is essential that you identify which of the dual programs listed above you are asking to have added to your institution. Please allow 2 business days for this to be completed.

If your institution sponsors a different dual program than those identified above, the institution should still select the *Request a Missing Program* button on the institution's ADS home page. This will allow your institution to identify for the Commission the credential programs that are combined in a dual delivery model and request that the new dual program be available in the ADS. There are some dual program combinations that the system will not be able to reflect this current reporting year. The Commission continues to work to allow all dual programs to eventually be able to be included in the reporting. Collection of information on all dual/blended programs being offered by institutions will support the Commission in configuring the ADS to support this type of reporting in the future.

Prepopulated Information

Institution reports will be prepopulated with some information from the previous year's reporting in the ADS. This enhancement will allow information in specific response fields for programs to be automatically included when a new report is created. The pre-populated responses will only appear when the **newly created program report matches the last year's report submission exactly**--by program name, level, pathway, and delivery method. If a new program report varies by level, pathway, or deliver method, the prior year's information will not be shown. Any program reports new to the institution will not contain any pre-populated information.

Private School Candidates

For Preliminary Teacher Preparation (MS, SS, and Ed Sp) and Teacher Induction programs, there is an option to identify if your program has a delivery model that is designed specifically for private school teachers who are also seeking a California credential. If there are private school teachers who are fully integrated into your program and there is no difference in the program design, please include the private school teachers in one report with the public school teachers. But if you have a pathway that is specifically designated for private school teachers to earn their credential and it differs in the program design in some fashion, you should report these candidates by creating a specific private school report by selecting Private School in the

Pathway drop down.

Intern ECO Candidates

If your Multiple or Single Subject Intern program has candidates who are Early Completion Option (ECO) candidates, please create a separate report for these candidates by selecting “Intern-ECO” in the Pathway drop down. This will allow you to accurately provide data on the number of candidates who are ECO candidates. Once you create the separate Intern-ECO report, please do not include the ECO candidates in the Intern-Traditional report.

Teacher Induction ECO Candidates

If your Teacher Induction program has candidates who are Early Completion Option (ECO) candidates, please create a separate report for these candidates by selecting ECO in the Pathway drop down. This will allow you to accurately provide data on the number of candidates who are ECO candidates.

Teacher Induction—General Education and Special Education candidates

If the design of your Teacher Induction program differs for General Education and Special Education candidates, you may create two separate reports—one for the General Education candidates and one for the Special Education Candidates. This option is available in the Pathway drop down. If your program does not differ for General Education and Special Education candidates, please select the “Not Applicable” Pathway and only submit the one report.

User Permissions

Previously, the deletion of one contact role would remove permissions for that user even when multiple contact roles are assigned to the user. Users with Security Delegate permissions can now edit and or delete contact roles without revoking any other user permissions. Please note all user permissions are removed from a user if there is no contact role listed for the user. Contact roles and user permissions must be updated annually.

Finetuning the Pages in the ADS

A few other minor changes to how the ADS pages look and operate were implemented to enhance the overall user experience.

ADS Program Reporting Questions and Resources

The ADS Questions were updated and reordered to assist institutions in providing accurate information. Each program type will have an available ADS Question guide related to the specific program type. There are four ADS Question Guide documents available for review: [Preliminary Teacher Programs](#) (Multiple Subject, Single Subject, and Education Specialist), [Induction Programs](#), [Other Preliminary Programs](#), and [All Other Programs](#). The [ADS Glossary](#) was also created to provide additional context and clarification for institutions when reporting on the ADS.

For more information on Program Sponsor Responsibilities and Updating Contact Information Electronically in the Accreditation Data System, refer to [PSA 20-01](#). For the distinction between contacts and users and to see the new contact categories, please refer to PSA [18-06](#).

2019-20 ADS Dates and Activities

The key ADS dates for the 2019-20 reporting year are identified in the table below:

Date	Activity
January 31, 2020	ADS open for the 2019-20 academic year. 1. Begin creating or updating user accounts and update Institutional Contact Information. 2. Begin creating Program Report Decks.
February 3, 2020	Contact information provided in the ADS will display on the Commission's public dashboards.
February 7, 2020	Commission's Program Sponsor database will close and no longer be available for institutions. See PSA 20-01 .
March 31, 2020	All Program Reports need to be created.
April 1-August 1, 2020	Enter data in the program reports for the current academic year, complete data for the prior academic year, and submit the reports to the institution's Unit Head. No program report should be submitted to the Commission until late in June 30, 2020.
August 15, 2020	Unit Head must submit all reports to Commission.

Institutions must develop all program reports by March 31st. Staff will prepare a report that shows the number and types of programs based on the program decks that are created by March 31, 2020. Institutions that have not completed the development of all program reports will be reported to the Committee on Accreditation at their May 2020 meeting as not meeting an accreditation deadline.

Institutions may begin entering data on April 1, 2020 but should not submit any report to the Unit Head before June 30, 2020. All Unit Heads must submit the report to the Commission by August 15, 2020.

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>.

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