



How to Add a Dual Program

The [Accreditation Data System](#) (ADS) allows institutions to report on a dual preparation program when an institution identifies sponsoring two of their Commission-approved educator preparation programs in a dual or blended way (not to be confused with integrated undergraduate programs). All candidates enrolled in the dual program are concurrently earning the two identified credentials or authorizations.

If your institution offers one or more of the 'dual credential' programs identified on the [Dual Programs Available on the ADS](#) list, the Unit Head or Unit Head proxy can click on the Request a Missing Program button and request that the dual program be added to your institution's list of Commission-approved programs. Steps to add a dual program can be found below.

If you are the Unit Head or Proxy and have created an ADS account but do not see your institution, contact annualdatasystem@ctc.ca.gov. Only CTC Staff can add a Unit Head or Unit Head Proxy to the ADS system.

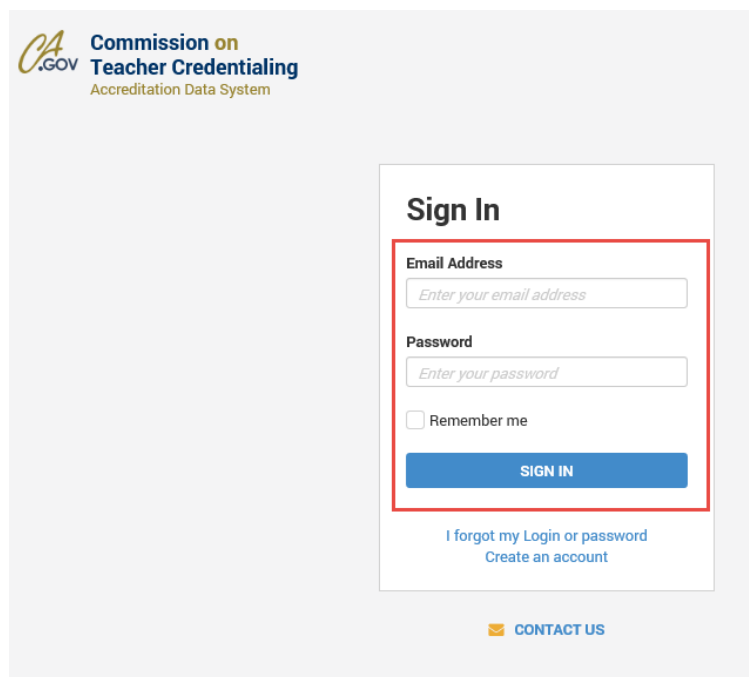
Proceed with this user guide if you have been assigned with Unit Head permission.

STOP if you do not see your instituton listed or have not been assigned Unit Head permission. Contact annualdatasystem@ctc.ca.gov to be added.

Please note the Unit Head is the Dean or Superintendent, Proxy is one person designated by the Unit Head. An institution can desigamtate a Proxy by following the steps included in [PSA 17-08](#).

- 1) Navigate to the [Accreditation Data System](#) (ADS) log in page.

From the sign in screen, enter your email address and password, and click **SIGN IN**.





2) Click the institution name (hyperlinked in the **NAME** column).

CA.GOV Commission on Teacher Credentialing

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WELCOME, SAMPLE

Show All Institutions

Search:

NAME	SEGMENT	ROLE	COHORT
California Sample Institution	Private	Institution Staff	

3) Click the **REQUEST A MISSING PROGRAM** button to request the Commission to add dual programs for your institution.

A message window will appear. You must complete the message in full detail.

CALIFORNIA SAMPLE INSTITUTION

INSTITUTION CONTACT: Cheyenne Jones | ACADEMIC YEAR: 2025-26 | COHORT: Green

MANAGE CONTACTS EDIT INSTITUTION ACCREDITATION REPORTS

ASSIGN COHORT DATA DASHBOARD

Report Set Status: In Progress REPORT SET

Required Reporting Active Programs Not Active Programs ADD PROGRAM REQUEST A MISSING PROGRAM

Show 10 entries Search:

CREDENTIAL PROGRAM	STATUS	REPORT STATUS	ACTION
Added Authorization in Special Education Adapted Physical Education	Active	In Progress	edit refresh delete
Added Authorization in Special Education Deaf-Blind	Active	No Reports Created	edit refresh delete
Added Authorization in Special Education Early Childhood Special Education	Active	No Reports Created	edit refresh delete



4) Complete the message window and include all information regarding the request to add dual programs. Institutions can only request programs on the [Dual Programs Available on the ADS](#) list.

Select **Request** when complete. Allow 2-3 days for Commission staff to review and approve the request for your institution.

Once the request has been approved, the requester will receive an email from the Commission.

5) When the dual program has been added to the list of active programs for your institution, begin creating report decks on the Report Set page.

For more information report decks, visit the [Annual Data Submission](#) page.

Show 10 entries Search: single subject

PROGRAM NAME	TYPE	CONTENT SUBJECT AREA	LEVEL	PATHWAY	DELIVERY	ACT
Single Subject Teaching Credential -PLUS- California Teachers of English Learners (CTEL)	Preliminary		Postgraduate	Intern: Traditional	Combination	

Showing 1 to 1 of 1 entries (filtered from 10 total entries) Previous 1 Next

Back Submit Submit all reports