

Procedures for BIR Volunteers

How to create a BIR account in the Accreditation Data System

For volunteers with no Accreditation Data System (ADS) account

- Go to [CA Commission on Teacher Credentialing ADS](#) and skip to [#1 below](#)

For volunteers with an ADS username and password

- Go to [BIR Survey Link](#) to access the BIR system. Use your ADS account information to login and skip to [#4 below](#).

1. Creating an Account

- Click on **Create an account**, then select **Board of Institutional Reviewers**

The screenshot displays the BIR Registration page. On the left, the 'Sign In' section includes fields for 'Email Address' and 'Password', a 'Remember me' checkbox, a 'SIGN IN' button, and a 'Create an account' link highlighted with a red box and a yellow arrow. On the right, the 'Registration' section prompts the user to 'Choose the system you're registering for.' with two radio button options: 'Accreditation Data System (ADS)' and 'Board Of Institutional Reviewers (BIR)', where the latter is selected and highlighted with a green box. Below this are input fields for 'First Name', 'Last Name', 'Email', 'Password', and 'Confirm password', followed by a 'Register' button. A 'CONTACT US' link and version information 'Build: 1.00.0021.00' are at the bottom left.

2. Fill in the Registration

- Enter First Name
- Enter Last Name
- Enter Email
- Enter Password
- Confirm Password
- Click on Register

3. Check Email

- Check Email at the email address used to register. You will receive an email to confirm your account. Click the link in the email received to confirm account

4. BIR Survey

- a. You will be prompted to complete a BIR Survey through a series of pages (you may click the links below to see screenshots of the screens you will be prompted to complete)
 - i. [Areas of Expertise](#) – select program area(s) of expertise, click **Next Step**
 - ii. [Conflict of Interest](#) – select institutions for which you have a conflict, click **Next Step**
 - iii. [Program Review Dates](#) – this page will be blank until dates are added, click **Next Step**
 - iv. [Site Visit Dates](#) – this this page will be blank until dates are added, click **Next**
 - v. [BIR Survey Complete](#) – to complete registration, click on **Update Profile**
 - vi. [Contact information](#) – you will be directed to complete (email, phone, address, employment)

5. Completing the Survey

- a. After completing the Contact Information, you will have access to review your assignments in the [Assignment](#) section. Assignments will be blank until you are assigned an activity in the system

1. Areas of Expertise

You may add multiple program areas for which you have expertise. Click **Next Step**

INSTITUTIONS

ABOUT

CONTACT US

REPORTING ▾

MESSAGES

PROFILE

LOGOUT

BIR Survey

2025-26

Expertise

Conflict of Interest

Program Review Dates

Site Visit Dates

Areas of Expertise

Expertise

Please add only the credential program areas for which you have a deep level of knowledge and/or experience that you believe would make you a good reviewer of that program for accreditation purposes. This information will be used to create review teams and in making site visit assignments. Please select only the credential areas for which you are well qualified to review.

Add Expertise

Program Area	Hold Adv. Degree in the Field	Hold that Credential	Teach/Taught/Served in Credential Area	Other / Notes
Next Step				

2. Conflict of Interest

You may add multiple institutions for which you have a conflict. Click **Next Step**

INSTITUTIONS

ABOUT

CONTACT US

REPORTING ▾

MESSAGES

PROFILE

LOGOUT

BIR Survey

2025-26

Expertise

Conflict of Interest

Program Review Dates

Site Visit Dates

Conflict of Interests

In the strict sense any individual who is, or whose significant other is, receiving or has received financial gain/income from the institution you are reviewing as an employee, a contractor or paid consultant of the institution, has a conflict of interest.

For the purposes of accreditation, conflicts of interest can also be nonfinancial in nature. These situations may include, but are not limited to, being in the process of applying or interviewing for position at the institution but having not yet accepted or declined, being close friends/associates with program leadership at the institution, working in close collaboration with the institution in grant funded work or other common initiatives. Merely being a member of the same regional area, part of a large collaboration or network that includes many partners or simply interacting with program leadership at conferences and meetings is typically not a conflict of interest.

Commission staff can assist you if you have questions about whether a situation is a conflict of interest or not for the purposes of accreditation.

Add Institution

InstitutionName	Action
Other Comments	

Previous

Next Step

3. Program Review Dates

In the future, dates will be listed where you can indicate availability for Program Review. Click **Next Step**

INSTITUTIONS

ABOUT

CONTACT US

REPORTING

MESSAGES

PROFILE

LOGOUT

BIR Survey

2025-26

Expertise

Conflict of Interest

Program Review Dates

Site Visit Dates

Program Review Dates

Please select all dates when you are available to participate in a Program Review. Staff will use your responses to schedule review teams. Review of program specific documentation and evidence submitted by institutions in preparation for an accreditation site visit. Expertise/content knowledge in the program is required.

Program Review Dates

Previous

Next Step

4. Site Visit Dates

In the future, dates will be listed where you can indicate availability for Site Visits. Click **Next**

INSTITUTIONS

ABOUT

CONTACT US

REPORTING

MESSAGES

PROFILE

LOGOUT

BIR Survey

2025-26

Expertise

Conflict of Interest

Program Review Dates

Site Visit Dates

Site Visit Dates

3-4 day review of an institution's operations and programs. Information gathered in Program Review and Common Standards Review is used to inform the site visit. A site visit may be held virtual or on-site at the institution.
Team members are typically comprised of a subset of individuals who have participated in either the Program Review process or Common Standards review process for a given institution.
Training will be provided prior to participating in a site visit. You may be invited to and scheduled for a site visit before training is completed but will only be sent on a site visit after BIR training is completed.

Site Visit Dates

Previous

Next

5. BIR Survey Complete

To complete registration, click on **Update Profile**

INSTITUTIONS

ABOUT

CONTACT US

REPORTING

MESSAGES

PROFILE

LOGOUT

BIR Survey

2025-26

Expertise

Conflict of Interest

Program Review Dates

Site Visit Dates

BIR Survey Complete

Thank you for your participation in helping the Commission plan for the Program Review and related site visit. Once staff has gathered adequate information, you will be contacted regarding serving as a Program Reviewer and potential Site Visit team member.

Please complete your profile information by selecting [Update Profile](#). You will be asked to provide details such as your current employment, phone number, and home address. Click the button below to begin updating your profile.

Update Profile

6. Contact Information

Complete the fields with contact information. Click **Save**

INSTITUTIONS

ABOUT

CONTACT US

REPORTING

MESSAGES

PROFILE

LOGOUT

Contact Name:

Change Password

Info

Expertise

Conflicts of Interest

Training

Availability

Assignment

Contact Information

Save

Title

First Name

Last Name

Select...

Email

Type	Address	Preferred
Work	email@email.com	☒

Add Email

Phone

Type	Phone Number	Preferred
Work	1234567890	☒

Add Phone

Address

Type	Street	City	State	Zip	Preferred
Work	123 ABC	Sacramento	CA	98745	☒

[Add Address](#)

Employment

Employer Name	Type
---------------	------

[Add Employment](#)

Ethnicity

☐ Hispanic or Latino

Races

☐ American Indian or Alaska Native	☐ Asian Indian	☐ Black or African American
☐ Cambodian	☐ Chinese	☐ Filipino
☐ Guamanian	☐ Hawaiian	☐ Hmong
☐ Japanese	☐ Korean	☐ Laotian
☐ Other Asian	☐ Other Pacific Islander	☐ Samoan
☐ Tahitian	☐ Vietnamese	☐ White

 [Save](#)

7. Assignment

This page will show the assignments which you have been invited to (Pending), assignments you have accepted (Upcoming), assignments you have completed (Completed Assignments), and assignments you were unable to participate in (Declined Assignments)

Contact Name: [REDACTED] [Change Password](#)

[Info](#) [Expertise](#) [Conflicts of Interest](#) [Training](#) [Availability](#) [Assignment](#)

Pending Assignments 

Academic Year	Task	Role	Institution	Program	Accept Assignment	Decline Assignment
---------------	------	------	-------------	---------	-------------------	--------------------

Upcoming Assignments 

Academic Year	Task	Role	Institution	Program
---------------	------	------	-------------	---------

Completed Assignments 

Academic Year	Task	Role	Institution	Program
---------------	------	------	-------------	---------

Declined Assignments 

Academic Year	Task	Role	Institution	Program
---------------	------	------	-------------	---------