CCTCMIS
Database Submission Certification Form

IMPORTANT: *This form must be signed by the President or by an authorized designee. Anyone signing as an authorized designee must be listed on the Authorized Signature Form that is on file.*

Return the signed and scanned form to CCTCMIS via TIBCO using the file naming convention **CCxx.DBS.CERTIFY.Tttyyyy.PROD.pdf** where xx is the college number, tt is the term being certified, and yyyy is the reporting year. If terms 1E and 2B are being certified simultaneously submit the file using 1E for the term. If terms 2E and 3B are being certified submit the file using 2E for the term. For example, college 01 would submit the certification for 1E, or 1E and 2B, using the name CC01.DBS.CERTIFY.T1E2018.PROD.pdf for the 2017-18 reporting year.

IMPORTANT: *If the filename is not in accordance with the above naming convention, it will be rejected.*

College Name
(Enter full college name)

Reporting Year
(e.g., 2017-18)

Term   1E   2B   2E   3B   3E

By signing below the above named institution certifies that their submitted data, as represented within the verification reports produced by CCTCMIS and reviewed by the college, provides a complete and accurate representation of the college to the best of their knowledge, with any exceptions explained on the next page.

Admissions	YES	NO
Facilities	YES	NO
Personnel	YES	NO
Student	YES	NO
Integrated	YES	NO

Approver   Approver's Title

Approver's Signature   Date Signed

Submitter   Submitter's Phone Number

Explanation
(Enter any necessary explanations below. Provide specific details.)