



CCTCMIS

College Directory Certification Form

The college directory certification form certifies the accuracy and completeness of the college's contact information on file with CCTCMIS.

Return the signed and scanned form to CCTCMIS via TIBCO using the file naming convention **CCxx.DIR.CERTIFY.yyyy.PROD.pdf** where yyyy is the reporting year (e.g., College 01 would submit the file using the name CC01.DIR.CERTIFY.2020.PROD.pdf the 2019-20 reporting year).

IMPORTANT: This form must be signed by the Reports Coordinator. 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., 2019-20)

By signing below, the above named institution certifies that the college directory has been reviewed and is accurate and complete.

Reports Coordinator

Date Signed

Reports Coordinator Signature
