



## CCTCMIS

### Directory Certification Form

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**IMPORTANT:** This form must be signed by the Reports Coordinator.

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.2018.PROD.pdf the 2017-18 reporting year).

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

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**College Name**

*(Enter full college name)*

**Reporting Year**

*(e.g., 2017-18)*

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By signing below, the above named institution certifies that the CCTC directory has been reviewed and all accounts are valid and up to date.

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Reports Coordinator

Date Signed

Reports Coordinator Signature

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