CCTCMIS
Database Resubmission 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 to the server via TIBCO using the file naming convention **CCxx.DBS.RECERTIFY.Tttyyyy.PROD.pdf** where xx is the college number, tt is the term being certified, and yyyy is the reporting year (e.g., College 01 would submit certification using the name CC01.DBS.RECERTIFY.T1E2018.PROD.pdf to recertify term 1E 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   2E   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	Not Resubmitted
Facilities	YES	NO	Not Resubmitted
Personnel	YES	NO	Not Resubmitted
Student	YES	NO	Not Resubmitted
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)