Title IX Nondiscrimination Statement and Related Policies

The Fresno County Superintendent of Schools does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, gender identity, gender expression or sexual orientation, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. Upon the job applicant providing notice to the Fresno County Superintendent of Schools, a reasonable accommodation will be provided to applicant so he/she may participate in the hiring process.

The Superintendent of Schools designates the following position as the Equal Employment Opportunity Coordinator for nondiscrimination in employment: Chief Human Resources Officer, Human Resources, 1111 Van Ness, Fresno, CA 93721 (559) 265-3000.
# Table of Contents

Introduction ................................................................................................................................................. 1

**SECTION I**

Preliminary Designated Subjects CTE Credential Application Packet Check List .................. 2
Preliminary Designated Subjects CTE Credential Requirements ......................................................... 3
CTC Industry Sector Credential Titles (CL-888) ............................................................................. 4-12

**SECTION II**

FCSS Designated Subjects CTE Credential
  Preliminary Designated Subjects CTE Credential Program Application .................. 13
  Intent to Complete Early Orientation Modules & Requirements to Clear
  Preliminary CTE Credential .................................................................................................................. 14
CTC Application for Credential Authorizing Public School Service (Form 41-4) .......... 15-20
CTC Professional Fitness Explanation Form (OA-EF 9/2013) ............................................. 21-27
Fingerprinting Instructions for the Commission on Teacher Credentialing ..................... 28
  Request for Live Scan Service Form *(Sample)* .............................................................................. 29
DS CTE Work Experience Credential Requirements ................................................................. 30
Work Experience Verification Letter from Employer *(Sample)* ................................................ 31
Work Experience Verification Letter, Self-Verification *(Sample)* ........................................ 32

**SECTION III**

FCSS Designated Subjects CTE Educator Preparation Program ........................................ 33
  Program Overview and Credential Requirements ................................................................. 34
  Credential Coursework ...................................................................................................................... 35
U.S. Constitution Requirement ........................................................................................................... 36

**SECTION IV**

Appendix
  Sexual Harassment Policy for Students *(SOP #1317)* ............................................................ 37-47
  Uniform Complaint Procedure .......................................................................................................... 48-58
Introduction

Thank you for choosing to process your Preliminary Designated Subjects (DS) Career Technical Education (CTE) Credential Application with the Fresno County Superintendent of Schools Designated Subjects (DS) Career Technical Education (CTE) Educator Preparation Program. The purpose of this Reference Handbook is to provide you with pertinent information regarding the Fresno County Superintendent of Schools DS CTE Educator Preparation Program, the CTE Credential process, and available resources.

Designated Subjects (DS)
Career Technical Education (CTE) Educator Preparation Program
1318 East Shaw Ave., Suite 420
Fresno, CA 93710-7912
Telephone (559) 497-3860 • Fax (559) 497-3806
Web Site: www.fresnorop.org
Janet Sloan, Executive Director
Margo Perkins, Director

FCSS Credentials Department
1111 Van Ness Avenue
Fresno, CA 93721
Telephone (559) 265-3000
Web Site: www.fcoe.org
Prior to application submission, all candidates must have a consultation with the CTE/ROP Director. Please call for an appointment (559) 497-3852. For the first consultation, please email the FCSS application, official transcripts, work verification letters, and licenses to jsloan@fcoe.org after you call for an appointment. In the subject line of the email, please type: Last Name, Credential Docs

Once you have completed your consultation, please reach out to the credential office to schedule your fingerprint appointment (559) 265-3000. After your fingerprints have been submitted, you will be given instructions on how to apply for your Certificate of Clearance. This process should take approximately 7-10 days.

As soon as your Certificate of Clearance has been granted (you will receive an email notification) please call our office (559) 497-3860 to schedule an appointment to drop off your completed application. After your application packet has been verified for completion we will send it to our credentials department for your Preliminary Credential Recommendation. A Credential Technician will contact you once they receive your application.

Check List:

1. Fees: NO PERSONAL CHECKS
   - $69 Fingerprinting Fee – money order or cashier’s check payable to FCSS
   - $52.50 Certificate of Clearance – payable to CTC with debit/credit card
   - $102.50 Credential Application CTC Form 41-04 – payable with a debit/credit card
   - $100 Waiver Fee for Certificate of Completion Staff Development/Cross-cultural Language & Academic Development Authorization (if employed by a district) – money order or cashier’s check payable to CTC. This fee and application will be processed through your employing district.

Please include the following in the packet to turn into the CTE Director at 1318 E. Shaw, Fresno 93710:

2. FCSS Program Application and Intent to Complete Requirements

3. CTC Form 41-04 Application for Credential – Follow directions on application. Complete sections 1, 6, 7 and 9 ONLY our office will complete the remaining sections.

4. High school graduation verification – Copy of High School Diploma or GED certificate or official college transcripts verifying a degree above high school (AA, AS, BA, BS, MA, MS, or Ph.D). Foreign transcripts must be evaluated by a CTC approved organization only. Go to www.ctc.ca.gov for Information Leaflet CL-635

5. Work experience verification – See Preliminary CTE Credential Requirements enclosure for qualifying requirements.

6. Licenses – If applicable, i.e. nursing, etc., attach to application.

7. Completed “Live Scan” electronic fingerprint transaction. Use form 41-LS only.

Make duplicate copy of the application for your files before submitting to FCSS
Individuals must satisfy all of the following requirements for the Preliminary Designated Subjects Career Technical Education (CTE) Credential:

- Three years of work experience directly related to each industry sector to be named on the credential (see attached CTC Industry Sector Credential Titles CL-888*). One year equals a minimum of 1000 clock hours per calendar year. The experience may be full-time or part-time, paid or unpaid.

- At least one year of the work experience must be within the last five years or two years within the last ten years immediately preceding the issuance of the preliminary credential. For purposes of meeting the recency requirement, any of the following or a combination of the following may be cumulated to total 1000 clock hours: work experience, college-level related coursework, non-college related coursework, occupational internship, or vocational teaching experience.

- Completion of forty-eight (48) semester units of postsecondary vocational training related to the industry sector(s) named on the credential may be substituted for a maximum of two of the three years of required work experience. The course work must be verified by official transcript and may be made on a pro rata basis up to the two-year maximum.

- Additionally, one of the following may be used as one year of work experience toward meeting the three years of required experience: 1) Possession of an advanced industry certificate related to the industry sector to be named on the preliminary credential, as determined by a Commission-approved CTE program sponsor. OR 2) One year of full-time general education teaching experience providing instructional services in preschool or grades K-12 earned in a public or private school of equivalent status.

- High school diploma or diploma based on passage of the GED Test or foreign equivalent of a high school diploma. Graduation from an accredited college or university is also accepted.

- Completed application forms for FCSS and CTC.

- Processing fees for FCSS and CTC. Money orders only or cashier’s checks only. No personal checks or cash.

- LiveScan fingerprinting clearance for first-time credential holders.

- Signed Intent to Enroll in Early Orientation and Complete Requirements for Clear Credential.

*Note: Candidates must prove their experience to their employing school district in order to teach specific subjects within the industry sector authorization.
### Industry Sectors

This chart is intended to be a guide. Some of the occupations, such as “drafting,” can be applied to more than one Industry Sector. Program sponsors are encouraged to examine the work experience of the individual applying for a credential and determine which Industry Sector best applies. Assignments should be considered in the same way. The most important consideration is the background and the expertise of the individual. Effective September 1, 2014, some Industry Sectors have new titles, while some specific occupations moved into different Industry Sectors. See [Coded Correspondence 14-08](#) for more information.

<table>
<thead>
<tr>
<th>Industry Sectors</th>
<th>Pathways</th>
<th>Specific Occupations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture and Natural Resources</td>
<td>• Agricultural Business</td>
<td>• Agriculture business management and marketing</td>
</tr>
<tr>
<td></td>
<td>• Agricultural Mechanics</td>
<td>• Agriculture mechanics</td>
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<tr>
<td></td>
<td>• Agriscience</td>
<td>• Animal care</td>
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<td>• Animal Science</td>
<td>• Animal control</td>
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<tr>
<td></td>
<td>• Forestry and Natural Resources</td>
<td>• Animal production</td>
</tr>
<tr>
<td></td>
<td>• Ornamental Horticulture</td>
<td>• Crop production</td>
</tr>
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<td></td>
<td>• Plant and Soil Science</td>
<td>• Floriculture and floristry</td>
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<td>• Forestry, natural resources and rural recreation</td>
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<td>• Landscaping</td>
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<td>• Ornamental nursery operation</td>
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<td>Arts, Media, and Entertainment</td>
<td>• Design, Visual, and Media Arts</td>
<td>• Commercial art</td>
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<td>• Performing Arts</td>
<td>• Commercial photography</td>
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<td>• Production and Managerial Arts</td>
<td>• Game Design Occupations</td>
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<td>• Game Design and Integration</td>
<td>• Multimedia production</td>
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<td>• Performing arts occupations</td>
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<td>• Stage technology</td>
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<td>• Theatrical occupations</td>
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<tr>
<td>Building and Construction Trades</td>
<td>• Cabinetry, Millwork, and Woodworking</td>
<td>• Boat building</td>
</tr>
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<td></td>
<td>• Engineering and Heavy Construction</td>
<td>• Carpentry</td>
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<td></td>
<td>• Mechanical Systems Installation and Repair</td>
<td>• Civil Engineer</td>
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<td></td>
<td>• Residential and Commercial Construction</td>
<td>• Concrete placing and finishing</td>
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<td>• Construction equipment operation</td>
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<td>• Construction inspection</td>
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<td></td>
<td>• Drafting occupations</td>
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<td>• Drywall installation</td>
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<td>• Fire sprinkler installation</td>
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<td>• Foundry work</td>
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<td>• Furniture making, finishing and refinishing</td>
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<td>• General contracting</td>
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<td>• Glazing</td>
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<td>• Hazardous materials occupations</td>
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<td>• Heating, air conditioning, and ventilation installation and service</td>
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<td>• Heavy Equipment Operator</td>
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CL-889 5/2016 Page 5 of 13
| Building and Construction Trades (cont.) | • Interior maintenance (residential and commercial)  
• Lathing  
• Masonry  
• Mechanical Engineer/Technician  
• Millwork and cabinet making  
• Motor sweeper operator  
• Painting-construction  
• Pipefitting and steam fitting  
• Plastering  
• Plumbing  
• Pool and spa service  
• Refrigeration installation and maintenance  
• Residential and commercial repair and remodeling  
• Roofing  
• Sheet metal fabrication  
• Structural and reinforcement ironwork  
• Structural pest control  
• Tile setting  
• Upholstering  
• Welding  
• Woodworking |
| Business and Finance | • Business Management  
• Financial Services  
• International Business  
• Accounting occupations  
• Auditor  
• Banking  
• Business Computing Specialist  
• Business management  
• Chief Financial Officer  
• Customs Inspector/Broker  
• Export Sales  
• Financial management and services  
• Human Resources Specialist  
• Income tax preparation  
• Insurance occupations  
• International Business  
• Investment Consultant  
• Legal office occupations  
• Office occupations  
• Personnel administration occupations  
• Purchasing Agent  
• Secretarial/stenography occupations  
• Tax preparation specialist  
• Small business ownership and/or management |
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<td>• Child Development</td>
<td>• Energy and Power Technology</td>
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<td>• Education</td>
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<td>• Engineering Design</td>
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<td>• Family and Human Services</td>
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<td>• Environmental Engineering</td>
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<td>• Child care</td>
<td>• Air Quality Technician</td>
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<td>• Consumer Services</td>
<td>• Control system maintenance and repair</td>
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<td>• Counselors</td>
<td>• Electrical power distribution</td>
<td>• Drafting occupations</td>
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<td>• Engineering occupations</td>
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<td>• Elderly care services (non-medical)</td>
<td>• Electronic consumer products service</td>
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<td>• Family and human service occupations</td>
<td>• Electronics assembly</td>
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<td>• Librarian</td>
<td>• Energy Auditor</td>
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<td>• Personal Financial Advisor</td>
<td>• Energy Engineer</td>
<td>• Mechanical/Electrical Drafting</td>
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<td>• Preschool Teacher</td>
<td>• Energy and environment manager/technician</td>
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<td>• Social Outreach Director</td>
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<td>• Teacher</td>
<td>• Hybrid microelectronics</td>
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<td>• Marine power plant maintenance and repair</td>
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<td>• Solar Occupations</td>
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<td>• Telecommunications Technicians</td>
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<td>Interior Design, Furnishings, and Maintenance</td>
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<td>Kitchen and Bath Specialist</td>
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<td>Jewelry design, fabrication, and repair</td>
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<td>Public and Community Health</td>
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| Health Science and Medical Technology (cont.) | Nutritionist/Dietician  
|                                            | Outreach Coordinator  
|                                            | Phlebotomist  
|                                            | Physician’s Assistant  
|                                            | Physical Therapy Technician/Technologist  
|                                            | Prosthetic Technician/Technologist  
|                                            | Psychiatric Technician/Psychologist  
|                                            | Public health professional  
|                                            | Nurse (RN/LVN/NP)  
|                                            | Radiological Technician  
|                                            | Rehabilitation Technologist/Therapist  
|                                            | Respiratory Technologist/Therapist  
|                                            | Sports Medicine Specialist  
|                                            | Ultrasound Technician  
| Hospitality, Tourism, and Recreation      | Amusement and theme park occupations  
|                                            | Customer service representative related to amusement, theme parks, hotel and lodging, and restaurant and food service establishments  
|                                            | Dietetics and nutrition service  
|                                            | Event and conference planning  
|                                            | Executive Chef  
|                                            | Food and beverage production and preparation  
|                                            | Food and beverage services  
|                                            | Food scientist  
|                                            | Hotel and lodging occupations  
|                                            | Recreation and sports entertainment  
|                                            | Registered Dietitian  
|                                            | Restaurant Management  
| Information and Communication Technology  | Information Support and Services Networking  
|                                            | Software and Systems Development  
|                                            | Games and Simulation  
|                                            | Big Data Administration  
|                                            | Computer and Information Systems  
|                                            | Computer Programming  
|                                            | Computer Sciences  
|                                            | Computer User Support  
|                                            | E-Business/E-Commerce  
|                                            | Game Production  
|                                            | Information Management  
|                                            | Information Security  
|                                            | Information Systems and Operations  
|                                            | Multimedia Production  
|                                            | Networking Engineer  
|                                            | Network Installation and Operation  
|                                            | Network Support and Maintenance  
|                                            | Robotics  

<table>
<thead>
<tr>
<th>Information and Communication Technology (cont.)</th>
<th>Manufacturing and Product Development</th>
<th>Marketing, Sales, and Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Social and New Media Production and Management</td>
<td>• Graphic Production Technologies</td>
<td>• Marketing</td>
</tr>
<tr>
<td>• Software and Applications Developer</td>
<td>• Machining and Forming Technologies</td>
<td>• Professional Sales</td>
</tr>
<tr>
<td>• Web and Mobile Application Production</td>
<td>• Welding and Materials Joining</td>
<td>• Entrepreneurship/Self-Employment</td>
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<tr>
<td></td>
<td>• Product Innovation and Design</td>
<td>• Advertising Representative/Manager</td>
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<td>• Business Computer Specialist</td>
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<td>• Business Owner</td>
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<td>• Fashion Buyer</td>
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<td>• Floristry</td>
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<td>• Insurance Agent/Broker</td>
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<td></td>
<td>• Office Occupations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Public Relations Specialist</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

- Animator
- CAD/CAM Specialist/Designer
- Commercial Photographer
- Commercial/Industrial Designer
- Computer-assisted manufacturing
- Computer Numerical Control (CNC) Operations
- Cutter
- Digital/Graphic Artist
- Drafting occupations
- Electronics assembly
- Electronic publishing
- Fitter
- Industrial ceramics manufacturing
- Machine tool operation and machine shop
- Manufacturing Engineer
- Metal fabrication
- Material/Supply Management
- Model Maker
- Plastics and composites manufacturing occupations
- Printing and graphics occupations
- Product development, testing and demonstration
- Production process/management
- Quality Assurance
- Robotics
- Technical illustration
- Tool and die making
- Waterfront manufacturing
- Welder
- Welding Inspection
- Welding Engineer
| Marketing, Sales, and Services (cont.) | Real estate  
Retail occupations  
Small business ownership and/or management  
Small Business Repair and Maintenance  
Travel Agent  
Various Professional Sales Occupations |
|---------------------------------------|--------------------------------------------------|
| Public Services                       | Public Safety  
Emergency Response  
Legal Practices  
Court reporting  
Cyber Security  
Emergency Medical Technician  
Emergency Response Dispatcher  
Fire control and safety  
Fire fighting  
Forester  
Investigator/Law Librarian  
Law enforcement occupations  
Legal occupations (deletion of word to expand options)  
Loss Prevention Specialist  
Paralegal  
Protective and security services  
Wildland fire services |
| Transportation                        | Operations  
Structural Repair and Refinishing  
Systems Diagnostics and Service  
Airframe and power plant mechanics  
Automobile detailing  
Automotive body repair and refinishing  
Automotive brake installation and repair  
Automotive electrical systems service and repair  
Automotive heating and air-conditioning service  
Automotive mechanics/technician  
Automotive parts counterperson  
Automotive suspension and steering repair  
Automotive transmission and transaxle service and repair  
Avionics  
Bicycle repair  
Claims Adjuster  
Container Crane Operator  
Diesel equipment mechanics  
Dispatcher  
Distribution Manager  
Electric motor repair  
Engine performance technician  
Heavy equipment maintenance and repair  
Industrial maintenance |
<table>
<thead>
<tr>
<th>National Board Certification in Career and Technical Education Specialty Areas</th>
<th>Corresponding CTC Industry Sector(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture and Environmental Sciences</td>
<td>Agriculture and Natural Resources</td>
</tr>
<tr>
<td>Arts and Communications</td>
<td>Arts, Media, and Entertainment</td>
</tr>
<tr>
<td>Business, Marketing, Information Management, and Entrepreneurship</td>
<td>Business and Finance; Information and Communication Technologies; Marketing, Sales, and Services</td>
</tr>
<tr>
<td>Family and Consumer Sciences</td>
<td>Education, Child Development, and Family Services; Fashion and Interior Design; Hospitality, Tourism, and Recreation</td>
</tr>
<tr>
<td>Health Services</td>
<td>Business and Finance; Health Science and Medical Technology</td>
</tr>
<tr>
<td>Human Services</td>
<td>Education, Child Development, and Family Services; Public Services</td>
</tr>
<tr>
<td>Manufacturing and Engineering Technology</td>
<td>Building and Construction Trades; Energy, Environment, and Utilities; Engineering and Architecture; Manufacturing and Product Development; Transportation</td>
</tr>
<tr>
<td>Technology Education</td>
<td>Building and Construction Trades; Manufacturing and Product Development; Transportation</td>
</tr>
</tbody>
</table>

Note: specific occupations marked with an asterisk (*) require a state license outside the purview of the Commission.

Candidates applying based on National Board Certification in Career and Technical Education must select from the industry sectors shown below one that aligns with their area of certification.†
Teachers holding National Board Certification will be issued the specific California authorization based upon the industry sector that most closely aligns with their industry certification or work experience. Individuals must submit a copy of their NBPTS “My Profile” status page report. When logging into their NBPTS account, the “My Profile” information may be found using a link in the upper left hand corner of the web page. This information should be printed and attached to the copy of the National Board Certificate when applying.
SECTION II

Fresno County Superintendent of Schools
Designated Subjects CTE Educator Preparation Program
1318 E. Shaw Avenue, Suite 420
Fresno, CA 93710

Fresno County Superintendent of Schools (FCSS)
Preliminary Designated Subjects (DS) Career Technical Education (CTE) Credential Program Application

A. Information

Social Security Number: ___________________ Date of Birth: ___________________

Applicant’s Full Name:

<table>
<thead>
<tr>
<th>First</th>
<th>Middle</th>
<th>Last</th>
</tr>
</thead>
</table>

Mailing Address

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

Home Phone: _______________ Work Phone: _______________ Cell Phone: _______________

E-mail 1 (personal): ___________________

E-mail 2 (work): ___________________

[Note: Please inform FCSS and CTC of any changes to your e-mail address.]

Your Preliminary Designated Subjects Career Technical Education Credential Program application will be evaluated based on your documented work experience and education for subjects that you might be qualified to teach. Please review the enclosed Industry Sectors list for possible teaching subjects and indicate the Industry Sector(s) below for which you believe you have submitted documentation verifying your work experience and education. Although you may qualify for one teaching subject within an Industry Sector, it does not mean that you are qualified to teach all subjects within the Industry Sector. Please review page 3 if needed for additional clarification.

Industry Sector(s): ___________________

For a list of possible teaching subjects within each industry sector, see enclosed Industry Sectors List

B. Teaching Assignment

Have you been offered a teaching assignment with a school district or other educational agency? If so, please list all information below. If not, you must contact the FCSS Credentials Department to provide these details as soon as you are hired.

School District or Educational Agency ___________________ County of Employment ___________________

Mailing Address ___________________ City, Zip Code ___________________

Name of Supervisor ___________________ Telephone ___________________ Fax ___________________ Email ___________________
Fresno County Superintendent of Schools (FCSS)
Designated Subjects (DS) Career Technical Education (CTE) Educator Preparation Program
Intent to Complete Early Orientation Modules and
All Requirements to Clear My Preliminary CTE Credential

First Name: ___________________ Middle Name: ___________________ Last Name: ___________________

I agree that I will inform FCSS if I change my email address. I agree that I will have daily access to a computer and email.

I agree that I have computer literacy skills including the ability to utilize the internet as well as download, print, and create PDF documents. [If not, it is recommended that you do not submit the credential application at this time.]

I hereby promise to enroll in and complete the six (6) free, online Early Orientation modules within thirty (30) days of receiving the email instructions from FCSS. I understand it is my responsibility to check my junk/spam folder and to contact FCSS if I do not receive the email. I understand that I must print and send the Early Orientation Certificate of Completion to FCSS.

I certify that I understand the requirements that I must complete in order to clear the Preliminary Designated Subjects CTE credential for which I am applying within the three-year preliminary period as outlined below. I understand that the coursework must be started during the first available semester after receiving my Preliminary CTE Credential recommendation.

- **Credential Program Coursework Requirements** – including
  - CTE 100 Foundations course (75 hours)
  - CTE 101 Curriculum Development, Instruction, & Assessment course (75 hours)
  - Teaching Portfolio (Required at conclusion of coursework)
- **Health Education Requirement** – including
  - Approved Health Education for Teachers course
  - CPR card (valid during the three-year preliminary period) covering Adult, Child, & Infant CPR skills (online courses are unacceptable)
- **U.S. Constitution Requirement** – a two (2) semester or three (3) quarter unit course which includes the U.S. Constitution in the course description on an official transcript or passage of an exam.
- **Teaching Requirement** – including
  - Successful teaching of a minimum of one (1) course in each of four (4) terms, two (2) of which terms must be with one (1) Employing School District or
  - Completion of the Advanced Professional Training CTE Credentials Course

Supervision and Mentoring Requirements – Candidates will be provided continuous advisement and support throughout the CTE Credential Program by FCSS during the first year and their employer supervisor and a teacher mentor in the second year. Candidates must demonstrate competency in all Teaching Performance Expectations (TPEs) by completion of the program or complete the Advanced Profession Training for CTE Credentials course in order to be recommended for the Clear CTE Credential.

Signature of Preliminary CTE Credential Applicant ___________________ Date ___________________
INSTRUCTIONS FOR Completing CTC Form 41-4
APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

Complete the following sections **ONLY**:

Section 1. Personal Information
Section 6: Professional Fitness Questions
Section 7: Child Abuse and Neglect Mandated Reporting
Section 9: Oath and Affidavit

Do NOT complete any other sections.
# Application for Credential Authorizing Public School Service

**Application for Credential Authorizing Public School Service**

(File Privacy Act Notification see Application Instructions)  

**Mail application and payment (check or money order) to:**  
Commission on Teacher Credentialing  
Certification Division  
1900 Capitol Avenue  
Sacramento, California 95811-4213

**Commission Use Only: Fee Information**

<table>
<thead>
<tr>
<th>IHE/County/District Use Only</th>
<th>CTC Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance Date:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

**1. PERSONAL INFORMATION (type or print)**

- **Social Security or Individual Tax Identification Number:**
- **Date of Birth:** (mm/dd/yyyy)
- **My Full Legal Name:** ____________________________ \________________________
  \________________________
  \________________________
  First \Middle \Last
- **All Former/Maiden Name(s):**
- **County/District of Employment (CA only):**
- **Address:**
- **City:**
- **State:**
- **Zip:**
- **Home Phone:**
- **Work Phone:**
- **Mobile Phone:**
- **Email Address:**

**2. APPLICATION TYPE REQUESTED: (select only one option)**

- **New Credential/Permit**
- **Extension by Appeal**
- **Upgrade (Clear Credential or Child Development Permit)**
- **Renewal**
- **Add Subject/Authorization to Existing Document**
- **Change of Restriction**
- **Certificate of Clearance (out-of-state residents)**

**3. CHOOSE DOCUMENT TYPE: (make only one selection in this section)**

- **TEACHING CREDENTIALS:**
  - Single Subject
  - Multiple Subject
  - Education Specialist
  - Career Technical (CTE)
  - Adult Education
  - Other:

- **SERVICES CREDENTIALS:**
  - Administrative
  - Pupil Personnel
  - Speech-Language Pathology
  - Teacher Librarian
  - School Nurse
  - Other:

- **EMERGENCY PERMITS**:  
  - Limited Assignment *
  - Short-Term Staff *
  - Provisional Internship *
  - EM CLAD *
  - EM Bilingual *
  - EM Teacher Librarian *
  - EM Resource Specialist *

- **SUBSTITUTE PERMITS**:  
  - 30-Day Substitute Career Substitute *
  - Prospective Substitute Teaching Permit for Statutory Leave *
  - 30-Day CTE Substitute

- **CHILD DEVELOPMENT PERMITS**:  
  - Assistant
  - Associate Teacher
  - Teacher
  - Master Teacher
  - Site Supervisor
  - Program Director
  - Children’s Center Permit
  - School-Age Emphasis

**4. SELECT AUTHORIZATION/SUBJECT AREA(S): (to choose additional subject areas, see page 5 “Comments” box)**

- **Multiple Subject (Elementary Teaching)**
  - Single Subject (Secondary Teaching):
    - (Specify World Language - if applicable)

- **Special Education Specialty Areas:**

- **CTE Industry Sector:**

- **Adult Education Subjects:**

- **English Learner Authorization**
  - CLAD Certificate

- **Bilingual Authorization:**
  - (Specify Language)

- **Pupil Personnel Services:**

- **Supplementary Authorization/Subject Matter Authorization:**

**CTC Use Only**
5. CHILD DEVELOPMENT PERMIT RENEWAL SELF-VERIFICATION

As the holder of a Child Development Permit (any level except the Associate Teacher Permit) you must complete a specific number of planned and approved professional growth activities for each five-year renewal. These activities must be recorded on the Professional Growth Plan and Record form. As the holder of a Child Development Permit choosing to self-verify completion of these requirements, you may be subject to an audit. The Commission reserves the right to request submission of these forms for auditing purposes any time within one year following submission of this application. If the Commission determines through its audit that you did not complete the professional growth requirements, your permit will not be renewed and you may be subject to adverse action on other credentials you currently hold. You must retain your Professional Growth Plan and Record form for one year following the submission of this application.

DECLARATION:
I certify (or declare) that I have read the above and completed the following for this renewal of my Child Development Permit:

I have completed __________ hours of professional growth activities

My Professional Growth Advisor is ___________________________________________    ____________________________

Advisor’s Name    Advisor’s Phone Number

6. PROFESSIONAL FITNESS QUESTIONS

Answers to the following questions are required. If you answer yes to any question, you must complete the corresponding Professional Fitness Explanation Form.

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Have you ever been:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• dismissed or,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• non-reelected or,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• suspended without pay for more than ten days, or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• retired, or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• resigned from, or otherwise left school employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>because of allegations of misconduct or while allegations of misconduct were pending?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>b. Have you ever been convicted of any felony or misdemeanor in California or any other place?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You must disclose:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• all criminal convictions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• misdemeanors and felonies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• convictions based on a plea of no contest or nolo contendere</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• convictions dismissed pursuant to Penal Code Section 1203.4</td>
<td></td>
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<tr>
<td>• driving under the influence (DUI) or reckless driving convictions</td>
<td></td>
<td></td>
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<tr>
<td>• no matter how much time has passed</td>
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<td></td>
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<tr>
<td>You do not have to disclose:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>• infractions (DUI or reckless driving convictions are not infractions)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Are you currently the subject of any inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>d. Are any criminal charges currently pending against you?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reproved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes  No

7. CHILD ABUSE AND NEGLECT MANDATED REPORTING

As a documentholder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars ($1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a documentholder, I will fulfill all the duties required of a mandated reporter.

I agree

8. EMPLOYING AGENCY INFORMATION

This section must be completed for all credential, certificate, and permit types where service is restricted to an employing agency.

County CDS Code __________________________  School District CDS Code __________________________

Charter School/Non-Public School or Agency/Statewide Agency Name __________________________

Applications for One-year Nonrenewable Credentials, Provisional Internship Permits, Short-Term Staff Permits, Limited Assignment Permits, and Emergency Permits (except 30-Day or Prospective Substitute Teaching Permits), must be filed through the employing agency. Employers must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications for Limited Assignment or Emergency Permits.

Before submitting, please review the application for completeness:

1) Personal information with correct SSN, date of birth, and email address filled in on page 1
2) Type of credential clearly marked on page 1 (use box below for additional subject/authorization requests)
3) All Professional Fitness Questions marked Yes or No on pages 3 and 4
4) Read and agreed to your responsibilities as a mandated reporter
5) Payment (check or money order attached to the front of this form). See Credential Leaflet CL-659 for fee schedule.
Checks or money orders may be made payable to the Commission on Teacher Credentialing. The Commission does not accept cash payments. All application fees are non-refundable.

Applications submitted that are incomplete or without the appropriate fee included will not be processed and will be returned.

9. OATH AND AFFIDAVIT *

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

Date _____/_____/_______ City _____________________________ County __________________ State _______

(where you sign the form)

SIGNATURE OF APPLICANT __________________________________________________________

* You must complete all portions of this section.

Comments/Additional Subject Requests:
Professional Fitness Explanation Form

The Professional Fitness section of each application contains six questions. If you answered yes to any question, you must submit an Explanation Form for each incident, even if the incident was previously disclosed. If you are reporting convictions, each conviction must be disclosed on a separate explanation form.

**Special note regarding criminal convictions or pending criminal charges:**
You are required to disclose all misdemeanor or felony criminal convictions including those based on a plea of no contest. You must disclose a conviction no matter how much time has passed, even if the case has been dismissed pursuant to Penal Code section 1203.4. In accordance with Health & Safety Code sections 11361.5 and 11361.7, you may omit misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction.

If you are disclosing a conviction, employer action, investigation, or adverse action that you previously disclosed to the Commission, you must provide an explanation but you do not need to submit additional documentation. Your explanation must include dates, location, type of action taken, what you were charged with and convicted of, and agency and/or employer name.

**Warning:** Failure to disclose any required information is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential. Failure to submit the required explanation or documentation may result in your application being rejected.

**Using this form:**
This form contains five sections. Determine which sections apply to each incident and complete the required information.

<table>
<thead>
<tr>
<th>If you answered yes to...</th>
<th>Complete the following section of this form...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question a</td>
<td>Section A</td>
</tr>
<tr>
<td>Question b</td>
<td>Section B</td>
</tr>
<tr>
<td>Question c</td>
<td>Section C</td>
</tr>
<tr>
<td>Question d</td>
<td>Section D</td>
</tr>
<tr>
<td>Question e, f</td>
<td>Section E</td>
</tr>
</tbody>
</table>
Section A: Required information for yes answer to Professional Fitness Question a.

NOTE: You must provide copies of the following documents regarding the action below: district investigation reports, police reports, Statement of Charges, Accusations, request for hearing, final decision, letter of resignation or retirement, settlement agreements, and/or any other related documents. Failure to provide documentation will result in your application being denied.

For question a, indicate the action taken:

- [ ] Dismissed
  - Effective date: __________
- [ ] Retired
  - Effective date: __________
- [ ] Resigned
  - Effective date: __________
- [ ] Non-relected
  - Effective date: __________
- [ ] Suspended without pay
  - Effective dates: __________

Name of employer at time of action:

Address: __________

Telephone number: __________
Contact person (if known): __________

Describe in detail the incident(s) that resulted in the above action (attach additional sheets if necessary):

______________________________
______________________________
______________________________
______________________________
______________________________
**Section B:** Required information for yes answer to Professional Fitness Question b.

**NOTE:** You must provide a copy of the investigative report and a certified copy of the court docket regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.

Was the conviction dismissed or expunged pursuant to California Penal Code section 1203.4 or if an out-of-state conviction, that jurisdiction’s comparable statute? If yes, provide a certified copy of the dismissal.

Was a felony reduced to a misdemeanor under California Penal Code section 17(b), or if an out-of-state conviction, that jurisdiction’s comparable statute? If yes, provide a certified copy of the reduction.

<table>
<thead>
<tr>
<th>Date of conviction:</th>
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<tbody>
<tr>
<td>Date of offense:</td>
</tr>
<tr>
<td>List the code section(s) violated, including whether each count was a misdemeanor or a felony:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of offense:</th>
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<tbody>
<tr>
<td>Name of law enforcement agency:</td>
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<tr>
<td>Jurisdiction (name of court):</td>
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</table>

<table>
<thead>
<tr>
<th>Convicted by:</th>
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<tbody>
<tr>
<td>□ Jury trial</td>
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<tr>
<td>□ Court trial</td>
</tr>
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<tr>
<th>Sentence and conditions of probations, if any:</th>
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</table>

Describe the incident(s) leading to your arrest and conviction in detail (attach additional sheets if necessary):
**Section C:** Required information for yes answer to Professional Fitness Question c.

**NOTE:** You must provide a copy of the investigative report and a certified copy of the court docket (if any) regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.

**Provide an explanation of inquiry or investigation:**

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**What is the current status of the inquiry or investigation**

- [ ] Ongoing (when was the investigation started):
- [ ] Completed (when):

**Location:**

**Name of agency, department, or law enforcement agency conducting the inquiry or investigation:**

**Jurisdiction (name of court):**

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**Were children involved:**

- [ ] No
- [ ] Yes

If yes, indicate how:

<p>| | |</p>
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**Did the incident(s) occur on school grounds:**

- [ ] No
- [ ] Yes

If yes, what school and school district:

<p>| | |</p>
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Describe the incident(s) resulting in the inquiry or investigation in detail (attach additional sheets if necessary):

<p>| | |</p>
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Section D: Required information for yes answer to Professional Fitness Question d.

NOTE: You must provide a copy of the investigative report and a certified copy of the court docket (if any) regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.

List the pending charges, including whether each count is a misdemeanor or felony:

In what jurisdiction (court) are the charges pending?

Date(s) of alleged criminal conduct

Name of arresting or investigating agency:

Were children involved:  No □  Yes □

If yes, indicate how:

Did the incident(s) occur on school grounds:  No □  Yes □

If yes, what school and school district:

Describe the incident(s) resulting in the filing of these charges in detail (attach additional sheets if necessary):
Section E: Required information for yes answer to Professional Fitness Question e or f.

NOTE: You must provide a copy of any documents provided to you by the agency that took the action described below. Failure to provide documentation will result in the rejection of your application.

<table>
<thead>
<tr>
<th>License number(s):</th>
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<tr>
<th>Action(s) taken:</th>
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<tbody>
<tr>
<td>Private Admonition</td>
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<tr>
<td>Public Reproval</td>
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<tr>
<td>Suspension</td>
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<tr>
<td>Fine</td>
</tr>
<tr>
<td>Revocation</td>
</tr>
<tr>
<td>Denial of application</td>
</tr>
<tr>
<td>- Were you subsequently granted?</td>
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</tbody>
</table>

Probation (provide the term)

Other Explain:

<table>
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<tr>
<th>Agency's name:</th>
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<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>Telephone number:</td>
</tr>
<tr>
<td>Contact person (if known):</td>
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</table>

<table>
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<tr>
<th>Location of misconduct:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were children involved:</td>
</tr>
</tbody>
</table>

If yes, indicate how:

Commission on Teacher Credentialing
OA-EF  9/2013  Page 6 of 7
Did the incident(s) occur on school grounds:  No ☐  Yes ☐
If yes, what school and school district:

Describe the incident(s) resulting in the inquiry or investigation in detail (attach additional sheets if necessary):

Mail all documents to:
Commission On Teacher Credentialing
Division of Professional Practices
1900 Capitol Avenue
Sacramento, CA 95811-4213

Please use the following “DPP Document Submission Form,” which will assist DPP staff in processing your application in a timely fashion.

50-day deadline does not apply: Education Code section 44350 requires the Commission to process an application within 50 business days of receipt. The timeline pertains to all applications whether submitted online or by paper through the U.S. mail. The only exceptions to the 50-day processing timeline are applications submitted by individuals who must undergo a professional fitness review.
Fingerprinting Instructions
For the Commission on Teacher Credentialing

All Teaching Credential candidates must submit fingerprints as part of their first credential application. Fingerprints are sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) through the Commission on Teacher Credentialing (CTC). Individuals who have received fingerprint clearance through a Public School District, other California Public Agencies, or in other states must repeat the process for this credential. Government agencies do not interchange fingerprint information.

“Live Scan” Electronic Fingerprinting

- Find a “Live Scan” service nearest you. See website https://oag.ca.gov/fingerprints/locations for a listing of agencies that offer “Live Scan” services. Call the agency to make an appointment. Fees for both the DOJ and FBI must be collected by the “Live Scan” operator when fingerprints are being submitted for the Commission on Teacher Credentialing. The FCSS Fingerprint Consortium offers “Live Scan” services at their main office located at 1111 Van Ness Avenue, Fresno, CA 93721. Please call (559) 265-3000 for an appointment.

- Fill out the third box of the “Request for Live Scan Service” form (41-LS Rev 04/15), typed or printed in black ink.

- For example: BRN=brown, BLU=blue, BLK=black, BLND=blond, GRN=green, GRY=grey, and HZL=hazel.

- You may use abbreviations on eye/hair/color.

- If you have been hired by a school district or ROCP, you may ask your employer to complete the fifth box or you may do so.

- Fourth and sixth boxes need to be completed by the “Live Scan” operator.

Note: If you have a current California Teaching Credential, you already have your fingerprints on file with the Commission on Teacher Credentialing (CTC). Do not submit.

Please follow all instructions!

Further information regarding Live Scan instructions can be found in the CTC Information Leaflet CL-271 (10/2016) at http://www.ctc.ca.gov/credentials/leaflets/cl271.pdf.
# REQUEST FOR LIVE SCAN SERVICE

**FORM 41-LS Rev. 0**

- **Applicant Submission**

<table>
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<tr>
<th>Field</th>
<th>Details</th>
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<tr>
<td><strong>ORI:</strong></td>
<td>Code assigned by DOJ</td>
</tr>
<tr>
<td><strong>Type of Application:</strong></td>
<td></td>
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<tr>
<td><strong>Agency Address Set Contributing Agency:</strong></td>
<td></td>
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<tr>
<td><strong>Agency authorized to receive criminal history information:</strong></td>
<td>Mail Code (five-digit code assigned by DOJ)</td>
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<td><strong>Street No.</strong></td>
<td>Street or PO Box</td>
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<tr>
<td><strong>City</strong></td>
<td>State</td>
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<tr>
<td><strong>Contact Telephone No.</strong></td>
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- **Name of Applicant:**
  - (Please print) Last First MI

- **Alias:** Last First

- **Date of Birth:**
  - *Sex: [ ] Male [ ] Female Misc. No. BIL - Agency Billing Number

- **Height:**

- **Weight:** Misc. Number:

- **Eye Color:**

- **Hair Color:**

- **Place of Birth:**
  - City, State and Zip Code

- **Social Security Number (full):** * Required Fields

- **OCA Number:**
  - (SSN OR ITIN#)

- **Level of Service:**
  - [ ] DOJ  [ ] FBI

- **SUPPLEMENTAL AGENCY/EMPLOYER**
  - (County Office of Education/School District)

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<th>Field</th>
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<tr>
<td><strong>Employer Name</strong></td>
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<tr>
<td><strong>Street No.</strong></td>
<td>Street or PO Box</td>
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<tr>
<td><strong>Mail Code:</strong></td>
<td>(COE/SD five digit code assigned by DOJ)</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>State</td>
</tr>
<tr>
<td><strong>Agency Telephone No. (optional)</strong></td>
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</tbody>
</table>

- **Live Scan Transaction Completed By:**
  - Name of Operator LSID Date

- **Transmitting Agency**
  - ATI No. Amount Collected/Billed

---

ORIGINAL – Live Scan Operator; SECOND COPY – Applicant; THIRD COPY (if needed) – Requesting Agency
DS CTE Credential Requirements for Potential CTE Teachers

**Preliminary Credential Requirements**

- **3 years Industry Experience**
  - Paid or Unpaid, Full or Part-time
  - Experience Must Be Recent
  - 1 Year Must Be Within the last 5 Years, Or Two Years Within the Last 10 Years
    (1 year = 1000 hours)

- **High School Diploma or GED**

- **CTE Program Sponsor Verification From FCSS**

- **Required Forms, Payment, & Recommendation of CTE Program Sponsor**

- **Complete FCSS DS CTE Credential Coursework**

- **Teach CTE for 2 Years related to industry sector named on CTE Preliminary Credential**

- **U.S. Constitution (Exam or Course)**

- **Health Course (Includes CPR & First Aid)**

- **Recommendation from FCSS DS CTE Program**

**Clear Credential Requirements**

- **Other Work Experience Options**
  - 48 semester units of postsecondary training related to the industry sector named on the credential may be substituted for 2 years of the 3 years required work experience. Units must be verified by an official transcript.
    (24 units = 1 year)
  - Advanced Industry Certificate related to the industry sector named on the credential may be substituted for one year of work experience.
  - 1 year of full-time general education teaching experience may be substituted for 1 year of work experience.

**SS or MS Clear Credential Holders**

- **Possess a clear Single Subject general education or Multiple Subjects Credential**

- **Verify work experience related to industry sector title named on CTE credential**

- **Required Forms, Payment, Coursework, and Recommendation of CTE Program Sponsor**

- **Teach in the CTE pathway related to CTE credential for 1 year to clear**

*At least 1 year of industry experience is required in the industry listed on the credential
Sample: Work Experience Verification Letter from Employer

Request current/former employers to write a letter verifying that you have worked in your occupation (not teaching) for at least three (3) years (1000 hours per calendar year). One of these three (3) years must be within five (5) years or two (2) years within ten (10) years of your credential application date. Letter must state your name, position, title, job duties, dates of employment, and full- or part-time status, including the number of hours worked per year.

[Write a “draft” letter for your employer so all information will be included, have the employer put your “draft” on company letterhead.] Letters must be on company letterhead, signed by your current/former supervisor or personnel office, and verifiable by telephone. Submit originals only – no copies.

(On Employer letterhead)
Essential Automotive Supplies
4325 Main Street
Fresno, CA 93721

Date (Month/Day/Year)
Commission on Teacher Credentialing
Sacramento, CA

To Whom It May Concern:

This letter is to verify the employment of John Doe, who worked for Essential Automotive Company as an Automotive Mechanic from February 6, 2005 until April 15, 2008. He was a mechanic working full-time, at least 1,000 hours per year.

As an Automotive Mechanic, his duties were:

• general auto motive repair
• diagnose defective engines
• replace defective parts
• tune up engines
• replace brakes

Please contact me at (310) 555-6850 if you have any questions.

Sincerely,

Robert Richmond (Name of Supervisor)
Owner (Position/Title)

(On Employer letterhead)
ABC Computer Corporation
123 Main Street
Fresno, CA 93721

Date (Month/Day/Year)
Commission on Teacher Credentialing
Sacramento, CA

To Whom It May Concern:

This letter is to verify the employment of Joanna Doe, who worked for ABC Corporation as a Computer Technician from February 6, 2005 until April 15, 2008. She was a computer technician working full-time, at least 1,000 hours per year.

As a Computer Technician, her duties were:

• install applications
• set up databases
• set-up and use spreadsheets
• desktop publishing
• word processing
• programming languages

Please contact me at (310) 555-6850 if you have any questions.

Sincerely,

Roberta Richmond (Name of Supervisor)
Manager (Position/Title)
Sample: Work or Occupational Experience, Self-Verification

For self-employed or former employer not available (or job duties not listed), you must submit the following items:

a. A notarized self-verification letter from you in the format below. End with the following statement: “I certify under penalty of perjury that the contents of this letter are true and correct to the best of my knowledge.”

b. Five documents as back-up to your notarized self-verification letter, which may include:
   • Copy of tax form statement, business cards, advertising flyers, etc.
   • Current/former business license(s) or permit(s) within dates on letter.
   • Letters from former customers. The letter must state the jobs done and the length of the jobs.
   • Letters from suppliers, or other business associates (such as you accountant, lawyer), who can verify your occupation.

---

Name 123 Main Street Fresno, CA 93721
Date (Month/day/year)
Commission on Teacher Credentialing Sacramento, CA
To Whom It May Concern:

This letter is to verify my employment. (YOUR NAME HERE), as a full-time Office Worker with (NAME OF COMPANY). (NAME OF COMPANY) was closed and is longer in business. I worked from 2005 to 2008, full-time at least 1,000 hours per year.

As an Office Worker my duties were:
- Filing, customer service, answering phones
- Data entry
- Completing reports, memos and letters using Microsoft Word
- Processing account payables and receivables
- Provided other duties as necessary

Please call me at xxx/xxx-xxxx should you have any further questions.

I can certify under penalty of perjury that the contents of this letter are true and correct to the best of my knowledge.

Sincerely,
(YOUR NAME HERE)

---

Name 123 Main Street Fresno, CA 93721
Date (Month/day/year)
Commission on Teacher Credentialing Sacramento, CA
To Whom It May Concern:

This letter is to verify my employment. (YOUR NAME HERE), as a full-time Professional Dancer. I have worked and volunteer with various organization such (NAME OF COMPANIES). I worked from 2005 to 2008, full-time at least 1,000 hours per year.

As a Professional Dancer my duties were:
- Professional dancer in Ballet, Jazz, Tap and Modern Dance
- Choreographer developing performing arts programs
- Assisting dancers in developing their skills
- Preparation for performing arts plays and recitals
- Design and create “sets” for performing arts production

Please call me at xxx/xxx-xxxx should you have any further questions.

I can certify under penalty of perjury that the contents of this letter are true and correct to the best of my knowledge.

Sincerely,
(YOUR NAME HERE)
The following pages describe the program requirements for the CTE credential. Once FCSS has evaluated your application packet and you have received your Certificate of Clearance, FCSS will recommend you for the Preliminary Designated Subjects CTE credential. You must then begin completing your program requirements through your coursework.

Please print and save these pages for reference.
Fresno County Superintendent of Schools (FCSS)  
**Designated Subjects (DS) Career Technical Education (CTE) Credential Requirements**

### Program Overview

As an approved Program Sponsor, FCSS Designated Subjects CTE Educator Preparation Program recommends candidates to the Commission on Teacher Credentialing (CTC) for the Preliminary Designated Subjects Career Technical Education (CTE) Credential. Within three years, CTE candidates must successfully fulfill the following requirements to obtain for the Clear Designated Subjects (DS) CTE Credential:

- Complete the free, self-paced, online six (6) Early Orientation course within thirty (30) days of receiving the email instructions. Note: *It is strongly recommended that any CTE candidate lacking appropriate computer hardware and software or basic computer skills (including the ability to utilize the internet and email as well as download, print, and create PDF documents) should purchase the necessary equipment and complete a computer literacy course prior to applying for the CTE credential.*

- Complete the two required courses (CTE Foundations and Curriculum Development, Instruction, and Assessment)

- Complete the Health Education for Teachers, CPR (Infant, Child and Adult), and U.S. Constitution requirements.

- Candidates must be provided continuous advisement and support throughout the CTE Credential Program. FCSS will assign a mentor for service area districts during the first year. If out of the service area, the district of their employing school district must assign a supervisor and a teacher mentor. During the second year, employing districts will provide a district mentor. Candidates must demonstrate competency in all Category II Program Standards by completion of the program in order to be recommended for the Clear CTE Credential.

- Verify two years of successful teaching in the authorized industry sector listed on the credential with at least one course in each of four terms, two of which must be with the same employing school district.

- Teachers with less than two years of successful teaching experience or those who have not met the Teaching Performance Expectations (TPEs) must complete an Advanced Professional Training course in order to qualify for the Clear DS CTE Credential.

Please contact the FCSS-CTE Designated Subjects Credential Services at 559-497-3860 or go to our website at [http://credentials.fcoe.org/](http://credentials.fcoe.org/) for more information.
As an approved Program Sponsor, the Fresno County Superintendent of Schools (FCSS) Designated Subjects (DS) Career Technical Education (CTE) Educator Preparation Program recommends candidates to the Commission on Teacher Credentialing (CTC) for the Preliminary Designated Subjects (DS) Career Technical Education (CTE) Credential. The FCSS Designated Subjects CTE Credential Program includes the following required coursework:

**Early Orientation Modules 1-6 (complete within thirty days)**
Candidates begin the program by completing the free, self-paced, online **Early Orientation** training modules. Applicants must complete the six modules within thirty (30) days of receiving the email instructions. Once completed, email module completion certificate to jsloan@fcoe.org.

**Required Coursework (after completion of the EO modules)**
- CTE Foundations (CTE100)
- Curriculum Development, Instruction & Assessment (CTE101)

Total Program hours and Fees: 150 hours (Total $2400)\(^*\)

FCSS Courses are a blended model with the exception of Early Orientation and CTE 100 which is completely online. Course sequence and descriptions are as follows:

**FIRST COURSE: CTE Foundations (CTE100)**
CTE Foundations is an overview of the historical foundations of career technical education up to present day practices including funding, and general knowledge needed by CTE teachers to develop as a professional CTE educators. An overview of standards, CTE methodologies, cultural diversity, English Learners, Special Needs, and classroom management will be the focus of instruction.

**SECOND COURSE: Curriculum Development, Instruction, & Assessment (CTE 101)**
This course is designed to learn about instructional methodology and theory for the CTE classroom. The course will provide integrated coverage of differentiated instruction to reach all students including EL and Special Needs students along with classroom management and assessment. The CTE Standards will be used for lesson design and assessment. There will be two meeting dates for practical application of lesson designed assignments. For out of area students, individual arrangements will be arranged.

**THIRD COURSE: Health Education for Teachers**
This must be taken prior to clearing the credential if a college class has not been taken and verified by transcripts.

**IF NEEDED: Advanced Professional Training**
This course is required for candidates who have not completed two years of successful teaching or have not met all Teaching Performance Expectations (TPEs) as verified through supervision and mentoring. Candidates demonstrate teaching competency through multiple measures include classroom presentations, observations of veteran teachers, and field experience. THIS COURSE WILL BE OFFERED ON SITE ONLY. The course is 75 hours and the cost is $750.

*Subject to change.
U.S. Constitution Requirement

Passage of the U.S. Constitution is required for the Clear Designated Subjects Career Technical Education (CTE) credentials. The requirement may be met by one of the following:

1. Completion of a two (2) semester or three (3) quarter unit college-level course which includes the United States Constitution in the course description. Original transcripts are required.

2. Completion of an online course through UCSD at https://extension.ucsd.edu/courses-and-programs/usa-constitution-preparation-course-and-examination

3. Passage of an examination on the United States Constitution administered by Fresno State. https://www.fresnostate.edu/academics/bulldogtestingcenter/ No appointment is necessary; a valid ID is necessary. No fee for test. If you do not pass, you must wait 30 days before retaking at Fresno State.

Available study material: http://www.constitutionfacts.com/us-constitution-kids/us-history-quiz
Go to the Print Version section on the right side and print the quizzes with the 10 questions, the 50 questions, and the additional 50 questions. Also, print the detailed answers for each set of questions. That gives you 110 study questions (and detailed answers)
FRESNO COUNTY OFFICE OF EDUCATION

PROHIBITION OF PUPIL HARASSMENT:
DISCRIMINATION, PHYSICAL, PSYCHOLOGICAL
AND/OR SEXUAL HARASSMENT

STANDARD OPERATION PROCEDURE #1317
Effective: April 7, 1997
Revised: February 23, 2016

Initiated by: Laurie Gabriel  Approved by: Jim Yovino

The Fresno County Office of Education is committed to maintaining a learning environment that is free from any form of harassment, discrimination and retaliation. The County Office prohibits the unlawful harassment of any pupil by any employee, pupil, or other person at school or at any school related activity.

The following will be the procedure to ensure that pupils are free from all forms of discrimination, harassment and sexual harassment and to provide a mechanism for the reporting and resolution of complaints of said harassment and discrimination.

The Superintendent of Schools designates the following position as the compliance coordinator for nondiscrimination in our educational programs and activities:

Deputy Superintendent, Educational Services
Fresno County Office of Education
1111 Van Ness Avenue
Fresno, CA 93721-2000
(559) 265-3000

PROHIBITION OF PUPIL HARASSMENT AND DISCRIMINATION

The Fresno County Office of Education recognizes the right of every pupil to be free from discrimination, harassment, violence, intimidation, including physical, psychological and/or sexual harassment and discrimination, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics, and declares its intent to act promptly, visibly and vigorously to eliminate such activity from the school environment. It is the Superintendent’s policy to prohibit any form of harassment and to provide a mechanism for the reporting and resolution of complaints of harassment and discrimination.

EDUCATION EQUITY

The Fresno County Office of Education shall:

- Apply no rule concerning a student’s actual or potential parental, family, or marital status that treats students differently on the basis of sex.
Not exclude or deny any student from any educational program or activity solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, but may require a student to obtain the certification of a physician or nurse practitioner that the student is physically and emotionally able to continue participation in the regular program or activity.

Ensure that pregnant students and parenting male or female students are not excluded from participation in their regular school programs or required to participate in pregnant-student programs or alternative educational programs.

Ensure that pregnant/parenting students who voluntarily participate in alternative programs are given educational programs, activities and courses equal to those they would have been in if participating in the regular programs.

Treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disability.

**DISCRIMINATION**

Discrimination is defined as treating people in some way differently than other people not in the same category. The basic categories include, but are not limited to, unlawful discrimination against and/or harassment of pupils on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, sex, gender, gender identity, gender expression or sexual orientation.

**HARASSMENT**

Harassment includes, but is not limited to: derogatory comments, offensive jokes, unwelcome physical contact, or persistently annoying conduct that interferes or creates an unpleasant/offensive-learning environment. This includes, but is not limited to, such conduct relating to or directed toward persons, on the actual or perceived basis of a particular race, national origin, religion, color, sex, gender, gender identity, gender expression, sexual orientation, physical or mental disability.

Examples of unlawful discrimination or harassment of a pupil include, but are not limited to,

1. Slurs, threats or verbal abuse;

2. Derogatory or degrading comments, descriptions, drawings, pictures or gestures;

3. Unwelcome jokes, stories, teasing or taunting;

4. Any other verbal, written, visual or physical conduct against the pupil which:
   a. Adversely affects his/her employment; or
   b. Has the purpose or effect of unreasonably interfering with the pupil’s ability to learn or creating an intimidating, hostile or offensive learning environment.

**SEXUAL HARASSMENT**

Any student who feels that he/she is being or has been sexually harassed by a school employee, another student, or a non-employee on school grounds or at a school-related activity (e.g. a visiting athlete or
coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report in accordance with FCOE policy.

Sexual Harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit term or condition of academic status or progress;

2. Submission to, or rejection of, the conduct is used as the basis for academic decisions affecting a pupil;

3. The conduct has the purpose or effect of unreasonably interfering with the pupil’s work performance, or of creating an intimidating, hostile or offensive learning environment;

4. Submission to, or rejection of the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to:

1. Making unsolicited written, verbal or physical contact of a sexual nature;

2. Continuing to express sexual interest after being informed that the interest is unwelcome;

3. Engaging in reprisals, threats of reprisal, or implied threats of reprisal following a negative response to sexual overtures;

4. Engaging in implicit or explicit coercive sexual behavior, which is used to control, influence or affect the career, grade, and/or learning environment of another pupil;

5. Being made to feel uncomfortable or isolated for not participating or responding to sexual jokes, cartoons, or comments;

6. Spreading of sexual rumors;

7. Limiting a pupil’s access to educational tools;

8. Displaying sexually suggestive objects.

COMPLIANCE

Fresno County Office of Education shall avoid any act or actions, implied or explicit that may suggest harassment, discrimination or retaliation. The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation and correction of discrimination, harassment, or retaliation. The Fresno County Office of Education will not tolerate discrimination, harassment or
retaliation of any kind and will take appropriate disciplinary action whenever such discrimination, harassment or retaliation is demonstrated. Any individual who engages in such conduct contrary to this policy may be personally liable in any legal action brought against him or her. Any pupil or staff member who engages in the discrimination, harassment or retaliation of anyone attending classes at or who is on staff at the Fresno County Office of Education will be subject to disciplinary action up to and including expulsion or dismissal.

NOTIFICATIONS

A copy of this policy shall:

1. Be provided to pupils;

2. Be provided with notifications sent to parents/guardians at the beginning of each school year. (E.C. 48980 (h)).

3. Be a part of any orientation program conducted for new pupils (E.C. 212.6).

RETAILIATION PROHIBITED

It is the policy of the County Office not to discourage persons from filing discrimination, harassment, or retaliation complaints. Moreover, retaliation against any pupil or other person who chooses to exercise the right to file a discrimination or harassment complaint or for participating in the investigation of such complaints is strictly prohibited. To avoid retaliation and the appearance of retaliation, pupils are directed:

1. To refrain from taking any action, which dissuades any person from exercising the right to file a discrimination, harassment and/or sexual harassment complaint.

2. To keep confidential the facts of any complaints or investigation made pursuant to this policy, including the identity of any witnesses or any facts, which disclose the identity of the claimant(s), or witness(s).

3. The person against whom a complaint has been filed is directed not to communicate with any complainant, witness or other person involved in any complaint whether in person, by mail, e-mail, telephone or through any intermediary.

REPORTING COMPLAINTS

Any pupil who feels that he/she has been discriminated against, harassed or retaliated against shall immediately report the incident to his/her site administrator, Administrator of Human Resources or Deputy Superintendent of Educational Services.

COMPLAINT PROCESS

The Superintendent expects pupils or staff to immediately report incidents of discrimination, harassment or retaliation to the Program Manager/Site Principal, site administrator or designee or to
another County Office administrator. It is the responsibility of that staff administrator to immediately notify the Deputy Superintendent of Educational Services of the incident.

Note: If the Program Manager/Site Program Manager/Site Principal or site administrator is involved in the reported conduct, or, if for some reason the pupil feels uncomfortable about making a report to his or her Program Manager/Site Principal or site administrator, the report should be made to the Deputy Superintendent of Educational Services and/or Administrator of Human Resources. The following procedures shall be used when a pupil alleges a specific action in violation of this policy has occurred:

1. Site Administrator is to gather accurate, complete information to ensure an immediate and thorough investigation of the complaint. Site Administrator is to document information volunteered by the complainant on the “Site Administrator Report of Incident/Complaint” form.

2. Site Administrator is to submit written report of concern to Program Administrator and the Administrator of Human Resources.

3. The Program Administrator and the Administrator of Human Resources will review the information gathered by the supervisor along with the supervisor’s recommendation.

4. Appropriate and immediate action will be taken if the County harassment policy has been violated.

5. The supervisor shall counsel the pupil and outline possible options for informal/formal resolution of the complaint.

6. No action will be taken against a pupil for filing a complaint.

7. The pupil filing the complaint will be notified of the outcome of the investigation.

INFORMAL/FORMAL INVESTIGATION

The appropriate Program Administrator shall counsel the pupil and outline possible options for informal resolution of the complaint. The Site Administrator will review facts, impact of conduct, efforts to correct and recommended resolution by pupil. Should informal resolution be achieved the Site Administrator shall follow up with the pupil to ensure that the behavior(s) initially generating the complaint, have been corrected and that there is not a likelihood of recurrence.

If informal resolution of the complaint is not quickly achieved, the Deputy Superintendent of Educational Services and Administrator of Human Resources shall conduct an appropriate investigation. An appropriate investigation may include interviewing the complainant, the accused, witnesses, and other suspected victims.

A formal complaint shall be in writing, signed by the pupil and completed on a form prescribed by FCOE.

INVESTIGATION/REPORTING AND DECISION

A comprehensive investigation will be conducted to gather information that supports a fair and just decision. Upon completion of the investigation, the Deputy Superintendent, Educational Services or
designee shall render a determination as to whether the alleged conduct constitutes discrimination, harassment and/or sexual harassment. The Deputy Superintendent and/or the Administrator of Human Resources shall look at the record as a whole, and the totality of the circumstances, including the nature of the alleged sexual harassment/discrimination, the context in which the alleged incidents occurred and the perspective of the victim.

**REMEDIAL ACTION**

If the investigation reveals there is reasonable cause to believe that discrimination, harassment or retaliation has occurred, the County Office shall take appropriate action to ensure that the discrimination, harassment and/or retaliation ceases and will not recur.

**APPEAL PROCESS**

Following the complainant’s receipt of the report and recommended disposition of the complaint by the Deputy Superintendent or designee, the complainant may, if not satisfied by the report or the recommended disposition, appeal the matter to the Superintendent of Schools. The complainant's appeal shall be in writing, signed by the complainant and completed on a form prescribed by the County Office. The appeal shall state specifically the reasons why the complainant is dissatisfied with the report and recommended disposition by the Deputy Superintendent or designee.

The Superintendent shall review the basis for the complainant's appeal and make a decision based on the record presented. The Superintendent reserves the rights to determine if it is necessary to collect additional information and/or to accept or modify the final disposition and action implemented as a result of the complaint.

**CONFIDENTIALITY**

All County Office employees involved in processing discrimination, harassment or retaliation complaints shall endeavor in good faith to protect the privacy of all parties involved in a complaint of discrimination, harassment or retaliation. Discussions among County Office employees regarding discrimination, harassment or retaliation complaints shall be prohibited unless necessary to process and/or investigate the facts surrounding the complaint. County Office employees shall not have access to files concerning discrimination, harassment or retaliation complaints unless the employees are assigned to process and/or investigate the complaint. County Office files pertaining to discrimination, harassment or retaliation complaints shall not be made available to the general public. All matters pertaining to the filing, investigation, and resolution of discrimination, harassment or retaliation complaints shall be confidential. Files pertaining to sexual harassment complaints shall not become public records.

**ENFORCEMENT**

A violation of the Fresno County Office of Education’s policy prohibiting discrimination, harassment and/or retaliation shall constitute just cause for discipline, up to and including expulsion and/or dismissal, and shall be deemed to be a violation of or refusal to obey state law and the policies and regulations of the County Office. The Superintendent of Schools or designee shall take appropriate actions to reinforce the County Office’s discrimination, harassment and retaliation policy. As needed, these actions may include any of the following:
1. Providing staff inservice and pupil instruction or counseling.

2. Notifying parents/guardians.

3. Notifying child protective services.

4. Taking the appropriate disciplinary action.

REFERENCES:
Revised: April 11, 2003
Revised: August 31, 2005
Revised: October 5, 2007
Revised: April 14, 2010
Revised: April 4, 2011
Revised: April 16, 2012
Revised: October 22, 2013
Revised: February 23, 2016
## Supervisor Report of Pupil Incident/Complaint

**Discrimination, Harassment or Retaliation Record of Concern**

This form is to be completed by the Program Manager/Site Administrator receiving the complaint and must be promptly forwarded to the Program Administrator and Deputy Superintendent of Educational Services upon completion. Use the form below to record the information volunteered by the pupil.

**DO NOT INTERVIEW ANY OTHER PERSON(S).**

| Date Reported to Supervisor: |  |
| Date of Incident: | Time of incident: |
| Location of Incident |  |
| Alleged Victim(s): |  |
| Alleged Harasser(s): |  |
| Alleged Witness(es): |  |
| Summary of Allegations: |  |

---

SOP 1317 Page 8 of 11
### Supervisor’s recommended action/resolution:

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

### Program Supervisor Signature

- 

### Date of this Report

- 

### Cabinet Administrator

- 

### Date Received by Program Administrator

- 

### Deputy Superintendent

- 

### Date Received by Deputy Superintendent

- 

### Administrative Review:

- 
- 
- 
- 
- 
- 

### Schedule Follow Up(s):

- 

### First Follow Up:

- 

### Second Follow Up:

- 

### Help Given (if any):

- 

### Resolution:

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

### SOP 1317 Page 9 of 11
PUPIL COMPLAINT FORM
DISCRIMINATION, HARASSMENT OR RETALIATION COMPLAINT

Prior to completing, read Administrative Regulation/Standard Operating Procedure #1317.

**Note:** Accurate completion of this form will assist in a thorough investigation of the complaint. A fair investigation will be conducted promptly; all information will be confidential; appropriate and immediate action will be taken if the County harassment policy has been violated. No action will be taken against a pupil for filing a complaint. The pupil filing the complaint will be notified of the outcome of the investigation. This form is to be submitted to the Program Manager/Site Principal, or designee.

<table>
<thead>
<tr>
<th>INITIAL REPORT OF INCIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pupil Name:</strong></td>
</tr>
<tr>
<td><strong>Location of Incident(s):</strong></td>
</tr>
<tr>
<td><strong>Person(s) Report Filed Against:</strong></td>
</tr>
<tr>
<td><strong>Summary of Incident(s):</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Name(s) of Witness(es):</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. __________________________</td>
</tr>
<tr>
<td>2. __________________________</td>
</tr>
<tr>
<td>3. __________________________</td>
</tr>
</tbody>
</table>

**FOR PROGRAM ADMINISTRATION USE ONLY**

**Person to Whom the Report was Given:**

**Person(s) Assigned to Investigate:**

**Signature of Pupil filing complaint**

**Date**
PUPIL APPEAL FORM
FRESNO COUNTY OFFICE OF EDUCATION
PUPIL DISCRIMINATION, HARASSMENT OR RETALIATION COMPLAINT APPEAL

I ___________________________ wish to appeal the recommendation made in regards to

harassment, discrimination and/or retaliation complaint filed on ________________________________

with the Deputy of Superintendent or administrative designee.

APPEAL FORM

Pupil Name:

Person(s) report filed against:

State specific reason(s) an appeal is being filed:

Signature of Pupil filing complaint ___________________________ Date ___________________________

Deliver to Deputy Superintendent of Educational Services
Community Relations
UNIFORM COMPLAINT PROCEDURE

County Superintendent and County Board have the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing the educational programs and activities of County Superintendent and County Board. This administrative regulation establishes the Uniform Complaint Procedure to address allegations of noncompliance and/or discrimination in specified programs and activities that receive state or federal funding. These procedures shall be used for the filing, investigating, and resolution of complaints that allege any of the following:

1. Failure to comply with applicable state or federal law or regulations governing the following programs and activities, to the extent such programs/activities are applicable to County Board and/or County Superintendent:
   - Adult Education.
   - After School Education and Safety.
   - Agricultural Vocational Education.
   - American Indian Education Centers and Early Childhood Education Program Assessments.
   - Bilingual Education.
   - California Peer Assistance and Review Programs for Teachers
   - Career Technical and Technical Education; Career Technical; Technical Training.
   - Child Care and Development.
   - Child Nutrition.
   - Compensatory Education.
   - Consolidated Categorical Aid.
   - Economic Impact Aid.
   - English Learner Programs.
   - Every Student Succeeds Act / No Child Left Behind (Titles I – IV)
   - Migrant Education.
   - Regional Occupational Centers and Programs.
   - School Safety Plans.
   - Special Education.
   - State Preschool
   - Tobacco-Use Prevention Education
   - Any other program implemented by County Board and/or County Superintendent which is listed in Education Code section 64000(a) or California Code of Regulations, Title 5, section 4610.

2. Unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in County Superintendent or County Board programs and activities, including but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person’s actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code sections 200 or 220, Government Code section 11135, or Penal Code section 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics. (5 CCR 4610.)
3. Noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student. (Education Code 222.)

4. Noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. (5 CCR 4610.)

5. Noncompliance with legal requirements related to the implementation of the local control and accountability plan (“LCAP”). (Education Code 52075.)

6. Noncompliance with any legal requirement applicable to a foster youth student regarding placement decisions, the responsibilities of the educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from County Board/County Superintendent-imposed graduation requirements. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2.)

7. Noncompliance with any requirement applicable to a homeless student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from County Board/County Superintendent-imposed graduation requirements. (Education Code 51225.1, 51225.2; 42 USC 11434a.)

8. Noncompliance with any requirement applicable to a former juvenile court school student who transfers into a County Board/County Superintendent school after his/her second year of high school regarding the award of credit for coursework satisfactorily completed in a juvenile court school or the grant of an exemption from County Board/County Superintendent-imposed graduation requirements. (Education Code 51225.1, 51225.2.)

9. Noncompliance with the requirements that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions. (Education Code 51228.1, 51228.2, 51228.3.)

10. Noncompliance with the physical education instructional minutes requirement for student in elementary school. (Education Code 51210, 51223.)

11. Retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.

Uniform Complaint Procedures established pursuant to Education Code section 35186 to address complaints regarding insufficient instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students and staff, and/or teacher vacancies or misassignments in schools and programs operated by County Superintendent are presented in Administrative Regulation 1312.4, Williams Settlement-Related Complaint Procedures.

County Superintendent shall protect all complainants from retaliation. The complainant's identity will remain confidential as appropriate, except to the extent necessary to carry out the investigation. An employee may not directly or indirectly use or attempt to use his/her official authority or influence for the purpose of intimidating, threatening, coercing, commanding, or attempting to intimidate, threaten, coerce, or command any person for the purpose of interfering with the rights conferred pursuant to this administrative regulation. Use of official authority includes promising to confer, or conferring, any benefit; effecting, or threatening to effect, any reprisal; or taking, or directing others to take, or
SUPERINTENDENT ADMINISTRATIVE REGULATION  

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

recommending, processing, or approving, any personnel action, including, but not limited to, appointment, promotion, transfer, assignment, performance evaluation, suspension, or other disciplinary action.

Notifications

County Superintendent or designee shall annually provide written notification of these Uniform Complaint Procedures, including information regarding allegations of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), unlawful student fees, LCAP requirements, and requirements related to the educational rights of foster youth, homeless students, and former juvenile court school students to students, employees, parents/guardians, school and County Superintendent advisory committees, bargaining units, appropriate private school officials or representatives, and other interested parties. County Superintendent or designee shall make available copies of these Uniform Complaint Procedures free of charge.

These Uniform Complaint Procedures shall be posted in all County Superintendent and County Board schools and offices, including staff lounges and student government meeting rooms.

Prior to initiating these Uniform Complaint Procedures, affected parties are encouraged to resolve the complaint through an informal information exchange process.

Compliance Officer

For the purposes of receiving and investigating complaints under this administrative regulation and ensuring County Board and County Superintendent compliance with applicable laws and regulations, County Superintendent designates the following Compliance Officer:

Deputy Superintendent, Educational Services
Fresno County Office of Education
1111 Van Ness Avenue
Fresno, California 93721-2000
(559) 265-3090

The Compliance Officer or designee shall:

1. Maintain a record of each complaint received and subsequent related actions, including steps taken during the investigation and all information required for compliance with California Code of Regulations, Title 5, sections 4631 and 4633.

2. Notify all parties involved in allegations when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

3. Participate in the investigating and resolution of complaints in accordance with the procedures established by law and this administrative regulation.

4. Ensure that the investigation of complaints is completed and the written decision of County Superintendent is sent to the complainant within 60 days of the receipt of the complaint, unless this time period is extended by written agreement of the complainant.

5. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable.
SUPERINTENDENT ADMINISTRATIVE REGULATION

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

6. Advise the complainant of the appeal process pursuant to Education Code 262.3 including the complainant's right to take a complaint directly to the California Department of Education (“CDE”) or to pursue remedies before civil courts or other public agencies.

County Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures.

Complaint Process

Filing a Complaint

A complainant shall submit a written complaint to the Compliance Officer. If a complainant is unable to put a complaint in writing due to such conditions as a disability or illiteracy, County Superintendent shall provide staff to assist the complainant in filing the complaint. The Compliance Officer shall retain a log of complaints and date stamp all complaints upon receipt.

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), failure to comply with prohibition regarding pupil fees in programs and activities funded directly by the state or receiving any financial assistance from the state, or failure to comply with LCAP requirements.

A complainant alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, or charges, or any requirement related to the LCAP may be filed anonymously if the complainant provides evidence or information leading to evidence to support the allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school, or County Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630.)

A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by one who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The complaint must be initiated no later than six months from the date of the alleged discrimination or six months from the date the complaint first obtained knowledge of the facts of the alleged discrimination(such as discriminatory harassment, intimidation, or bullying). An extension to the filing period for a period not to exceed 90 days may be granted by County Superintendent or designee upon written request of the complainant, in accordance with California Code of Regulations, Title 5, section 4630.
SUPERINTENDENT ADMINISTRATIVE REGULATION

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

Conducting the Investigation

The Compliance Officer shall provide an opportunity for the complainant and/or the complainant's representative to present the complaint(s) and evidence or information leading to evidence to support the allegations(s) in the complaint.

The Compliance Officer may assign portions of the investigation to staff but shall not delegate primary responsibility for conducting and coordinating the investigation and issuing the investigative report. Furthermore, the Compliance Officer shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs they are assigned to investigate and the requirements of this administrative regulation.

Investigation of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and maintains the integrity of the process. Appropriate disclosure will vary in each case depending on the facts and circumstances.

A complainant's refusal to provide County Superintendent's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, County Superintendent's or County Board's refusal to provide County Superintendent's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631.)

Written Decision of County Superintendent

County Superintendent's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631.)

In consultation with County Superintendent's legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of County Superintendent's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, County Superintendent shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.
SUPERINTENDENT ADMINISTRATIVE REGULATION

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

The written decision shall include:

1. Findings of fact based on the evidence gathered;
2. Conclusion(s) of law;
3. Disposition of the complaint;
4. Rationale for the disposition;
5. Corrective actions, if warranted;
6. Notice of the complainant’s right to appeal the decision within 15 days to the CDE and procedures to be followed for initiating such an appeal; and
7. In discrimination complaints, a notice that the complainant must wait 60 days after filing an appeal with the CDE before pursuing civil law remedies.

The Compliance Officer ensures confidentiality of students and staff. If an employee was disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of County Superintendent’s expectations. The decision shall not give any further information as to the nature of the disciplinary action that was conducted in accordance with applicable laws.

County Superintendent sends the written decision to the complainant within 60 days of receipt of the complaint unless an extension has been agreed to in writing by the complainant.

If a complaint alleging noncompliance with the laws concerning student fees, deposits, or charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, County Superintendent or designee shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075.)

For complaints alleging noncompliance with the laws regarding student fees, County Superintendent or designee shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600.)

If complaints regarding student fees, LCAP requirements, reasonable accommodations to a lactating pupil, assignment of a high school student to a course period without educational content, physical education instructional minutes requirements for elementary school students, and education of pupils in foster care, pupils who are homeless, and former juvenile court school pupils now enrolled in County Superintendent and County Board schools is found to have merit, County Superintendent or designee shall provide a remedy. In the case of complaints that have merit regarding assignment of a high school student to a course period without educational content, reasonable accommodations to a lactating pupil, and education of pupils in foster care, pupils who are homeless, and former juvenile court school pupils now
SUPERINTENDENT ADMINISTRATIVE REGULATION

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

enrolled in County Superintendent and County Board schools, the remedy shall be provided to the affected pupil.

Alternative Method for Resolving the Complaint

The Compliance Officer, in consultation with County Superintendent, decides whether to utilize an alternative method for resolving the allegations in the complaint, including, but not limited to, mediation. If the complainant agrees and an alternative method is used, the Compliance Officer establishes a timeline that does not exceed the time period allowed for investigating and resolving the complaint by County Superintendent.

If mediation is used, County Superintendent shall pay for the services of the mediator. The Compliance Officer shall provide the mediator with copies of all relevant policies and administrative regulations and applicable laws and regulations. The Compliance Officer shall be responsible for designating which County Superintendent staff shall participate in the mediation on behalf of County Superintendent.

If mediation is to be used for a complaint alleging discrimination, before initiating the process, the Compliance Officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If an alternative method does not resolve the problem within the parameters of law, the Compliance Officer shall proceed with his/her investigation of all unresolved issues subject to these Uniform Complaint Procedures. The use of mediation shall not extend the timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Appeal Process

If dissatisfied with the decision, the complainant may appeal in writing to the CDE within 15 days of receiving County Superintendent’s decision regarding all specified federal and state educational programs subject to the Uniform Complaint Procedures set forth in this administrative regulation. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of County Superintendent’s decision.

Upon notification by the CDE that the complainant has appealed County Superintendent’s decision, County Superintendent or his/her designee shall forward the following documents to CDE:

1. A copy of the original complaint;
2. A copy of the decision;
3. A summary of the nature and extent of the investigation conducted by County Superintendent, if not covered by the decision;
FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator;

5. A report of any action taken to resolve the complaint;

6. A copy of County Superintendent’s and County Board’s complaint procedures; and

7. Other relevant information requested by the CDE.

CDE may directly intervene in a complaint when one of the conditions listed in 5 CCR 4650 exists, including if County Superintendent has not taken action within 60 calendar days of receiving the complaint.

Civil Law Remedies

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of County Superintendent and County Board complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3.)

2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3.)

3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Adopted: 06/19/1995
Amended: 03/17/2016, 09/21/2017

Legal Reference

Education Code

200-262.4 Prohibition of discrimination
222 Reasonable accommodations; lactating students
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, Uniform Complaint Procedure
35186 Williams complaint procedure
41500-41513 Categorical education block grants
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
SUPERINTENDENT ADMINISTRATIVE REGULATION

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

49069.5 Rights of Parents
49490-49590 Child nutrition programs
51210 Courses of Study grades 1-6
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth, homeless children, and former juvenile court school students; course credits; graduation requirements
51228.1-51228.3 Course periods without educational content
52060-52077 Local Control Accountability Plans
52160-52178 Bilingual education programs
52300-52499.6 Career-technical education
52500-52616.24 Adult schools
52800-52870 School-based coordinated programs
54000-54028 Economic impact aid programs
54100-54145 Miller-Unruh Basic Reading Act
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56885 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process

Code of Regulations, Title 5
3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

Penal Code
422.6 Interference with constitutional right or privilege

United States Code, Title 20
6301-6577 Title I basic programs
6601-6777 Title II preparing and recruiting high quality teachers and principals
6801-6871 Title III language instruction for limited English proficient and immigrant students
7101-7184 Safe and Drug-Free Schools and Communities Act
7201-7283g Title V promoting informed parental choice and innovative programs
7301-7372 Title V rural and low-income school programs

Management Resources

CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov

1312.3, 05/2017; Doc# 65552-2, rev. 08/2017
<table>
<thead>
<tr>
<th><strong>Uniform Complaint Procedures Form</strong></th>
</tr>
</thead>
</table>

Last name ____________________________ First Name ____________________________

Student Name (if applicable) ____________________________ Date of Birth ____________

Street Address/Apt. # ____________________________ State ____________ Zip Code ____________

City ____________________________ State ____________ Zip Code ____________

Home Phone ____________________________ Cell Phone ____________________________ Work Phone ____________________________

School/Office/Site of Alleged Violation ____________________________

For allegation(s) of noncompliance, please indicate the program or activity referred to in your complaint, if applicable.

Program(s) or Activities: ____________________________

This is a complaint alleging noncompliance with laws regarding

- [ ] Unlawful Discrimination (such as discriminatory harassment, intimidation or bullying)
- [ ] Lactating Student(s)
- [ ] Pupil fees/charges
- [ ] Homeless Students
- [ ] Other Laws/Programs (specify): ____________________________

- [ ] Foster Youth
- [ ] School Safety Plan
- [ ] Local Control & Accountability Plan
- [ ] Former Juvenile Court School Students

- [ ] Assignment of Student to Course without Educational Content

For allegation(s) of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), please check the basis of the unlawful discrimination described in your complaint, if applicable.

- [ ] Race/Ethnicity
- [ ] Sex (Actual/Perceived)
- [ ] Ethnic Group Identification
- [ ] Gender Identity
- [ ] Color
- [ ] Sexual Orientation (Actual/Perceived)
- [ ] Ancestry
- [ ] Nationality/National Origin
- [ ] Genetic Information
- [ ] Age
- [ ] Gender
- [ ] Religion
- [ ] Mental or Physical Disability
- [ ] Marital/Pregnancy/Parental Status

- [ ] Based on association with a person or group with one or more of these perceived characteristics

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that might be helpful to the complaint investigator. *(If necessary, please attach additional sheets of paper.)*

2. Have you discussed your complaint or brought your complaint to any Fresno County Office of Education personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint. I have attached supportive documents to this complaint: [ ] Yes [ ] No

Signed ____________________________ Date ____________________________

Mail complaint and any relevant documents to: Dr. Kathryn Catania, Deputy Superintendent/Compliance Officer

Fresno County Office of Education

1111 Van Ness Avenue

Fresno, CA 93721-2000
Formulario del Procedimiento Uniforme de Quejas

<table>
<thead>
<tr>
<th>Apellido</th>
<th>Nombre</th>
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<tbody>
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</table>

Nombre del Estudiante (Si corresponde) ______________________ Fecha de Nacimiento __________

Dirección/# de Apto. _____________________________

Ciudad _____________________________ Estado ______ Zona Postal ______

Teléfono (casa) ____________ Teléfono Celular ____________ Teléfono (trabajo) ____________

Escuela/Oficina de Supuesta Violación _____________________________

Para queja(s) de no conforme, favor de indicar el programa o actividad en referencia a su queja, si aplica:

Program(as) o Actividad(es):

<table>
<thead>
<tr>
<th>Esta es una denuncia por incumplimiento de las leyes con respecto a:</th>
</tr>
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<tbody>
<tr>
<td>• Discriminación ilegal (como el acoso o intimidación discriminatorio)</td>
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<tr>
<td>• Jóvenes dentro del sistema de cuidado de crianza temporal</td>
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<tr>
<td>• Estudiantes sin hogar</td>
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<td>• Estudiantes lactantes</td>
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<tr>
<td>• Costos de estudiantes</td>
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<tr>
<td>• Asignación de estudiante en una clase sin contenido educativo</td>
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<tr>
<td>• Otras leyes/programas</td>
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<tr>
<td>(indica) _____________________________</td>
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<tr>
<td>• Plan de seguridad escolar</td>
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<tr>
<td>• Plan de control local y responsabilidad</td>
</tr>
<tr>
<td>• Ex estudiantes de los tribunales de menores</td>
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Para queja(s) de discriminación ilegal (como el acoso o intimidación discriminatorio), favor de marcar la base de la discriminación ilegal descrita:

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<th>Raza/Etnia</th>
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<thead>
<tr>
<th>Sexo (real/percibida)</th>
<th>Orientación Sexual (real/percibida)</th>
<th>Género</th>
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<thead>
<tr>
<th>Identificación de Grupo Étnico</th>
<th>Ascendencia</th>
<th>Religión</th>
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<tr>
<th>Identidad de género</th>
<th>Nacionalidad/Origen Nacional</th>
<th>Discapacidad Física o Mental</th>
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|                     | Espresión de género | Información genético |
|                     |                     |                     |

|                     | Estado civil/de embarazo/parental |
|                     |                                     |

| Basado sobre la asociación con una persona o grupo con una o mas de estas características actuales o percibidas |
|                                                                                                           |

1. Favor de explicar los hechos acerca de la queja. Favor de proporcionar los detalles como los nombres de las personas involucradas, fechas, si había testigos presentes, etc., que puedan ser útiles para el investigador de quejas. (En caso necesario, por favor adjuntar hojas adicionales.)

2. ¿Ha dialogado usted o traido su queja a cualquier personal de la Oficina de Educación del Condado de Fresno? ¿Si usted lo ha hecho, a quien le llevó la queja y cual fue el resultado?

3. Favor de proporcionar copias de cualquier documento por escrito que puedan ser pertinentes o que apoyen su queja. He adjuntado documentos de apoyo: □ Si □ No

Firma _____________________________ Fecha ____________

Favor de enviar por correo la queja y documentos a: Dr. Kathryn Catania, Deputy Superintendent/Compliance Officer Fresno County Office of Education 1111 Van Ness Avenue Fresno, CA 93721-2000 58