Career Technical Education (CTE)

Credential Program

Dr. Michele Cantwell-Copher, Superintendent
Fresno County Superintendent of Schools
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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.
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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: cte-credential.fcoe.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 Director. Please contact the CTE Department at (559) 497-3860 to schedule your consultation.

Once you have completed your consultation, please contact the FCSS Credentials Office at (559) 265-3000 to schedule your fingerprint appointment. 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 from Commission on Teaching Credential - CTC), please call the CTE Department at (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 the FCSS Credentials Department for your Preliminary Credential Recommendation. An FCSS Credential Technician will contact you once they receive your application.

Check List:

1. Fees: NO PERSON 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 41-4 – payable to CTC with 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 Ave., Suite 420, Fresno, CA 93710:

2. FCSS Program Application and Intent to Complete Requirements
3. CTC Form 41-4 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 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 a duplicate copy of the application for your files before submitting it 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 coursework 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 • Agricultural Mechanics • Agriscience • Animal Science • Forestry and Natural Resources • Ornamental Horticulture • Plant and Soil Science</td>
<td>• Agriculture business management and marketing • Agriculture mechanics • Animal care • Animal control • Animal production • Crop production • Floriculture and floristry • Forestry, natural resources and rural recreation • Landscaping • Ornamental nursery operation</td>
</tr>
<tr>
<td>Arts, Media, and Entertainment</td>
<td>• Design, Visual, and Media Arts • Performing Arts • Production and Managerial Arts • Game Design and Integration</td>
<td>• Commercial art • Commercial photography • Game Design Occupations • Multimedia production • Performing arts occupations • Stage technology • Theatrical occupations</td>
</tr>
<tr>
<td>Building and Construction Trades</td>
<td>• Cabinetry, Millwork, and Woodworking • Engineering and Heavy Construction • Mechanical Systems Installation and Repair • Residential and Commercial Construction</td>
<td>• Boat building • Carpentry • Civil Engineer • Concrete placing and finishing • Construction equipment operation • Construction inspection • Drafting occupations • Drywall installation • Electrician • Fire sprinkler installation • Floor covering installation • Foundry work • Furniture making, finishing and refinishing • General contracting • Glazing • Hazardous materials occupations • Heating, air conditioning, and ventilation installation and service • Heavy Equipment Operator</td>
</tr>
</tbody>
</table>
| 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 |
<table>
<thead>
<tr>
<th>Reference Handbook</th>
</tr>
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<tbody>
<tr>
<td><strong>Education, Child Development, and Family Services</strong></td>
</tr>
<tr>
<td>- Child Development</td>
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<tr>
<td>- Consumer Services</td>
</tr>
<tr>
<td>- Education</td>
</tr>
<tr>
<td>- Family and Human Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Energy, Environment, and Utilities</strong></th>
<th><strong>Energy and Power Technology</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Energy and Power Technology</td>
<td>- Air Quality Technician</td>
</tr>
<tr>
<td>- Environmental Resources</td>
<td>- Climatologist</td>
</tr>
<tr>
<td>- Telecommunications</td>
<td>- Control system maintenance and repair</td>
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<tr>
<td></td>
<td>- Electrical power distribution</td>
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<td></td>
<td>- Electrician</td>
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<td></td>
<td>- Electronic consumer products service</td>
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<td>- Electronics assembly</td>
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<td>- Energy Auditor</td>
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<td>- Energy Engineer</td>
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<td></td>
<td>- Energy, environment and resource manager/technician</td>
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<td></td>
<td>- Environmental Biologist/Scientist</td>
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<td></td>
<td>- Hybrid microelectronics</td>
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<td></td>
<td>- Hydroelectric plant operations</td>
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<td></td>
<td>- Industrial electronics</td>
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<tr>
<td></td>
<td>- Marine power plant maintenance and repair</td>
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<td></td>
<td>- Solar Occupations</td>
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<tr>
<td></td>
<td>- Telecommunications Technicians</td>
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<td></td>
<td>- Water treatment</td>
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<tr>
<th><strong>Energy, Environment, and Utilities</strong></th>
<th><strong>Education, Family Services</strong></th>
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</thead>
<tbody>
<tr>
<td>- Child care</td>
<td>- Child Care Psychologist</td>
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<tr>
<td>- Child Care Psychologist</td>
<td>- Consumer Services</td>
</tr>
<tr>
<td>- Consumer Services</td>
<td>- Counselors</td>
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<tr>
<td>- Counselors</td>
<td>- Education Administrators</td>
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<tr>
<td>- Education Administrators</td>
<td>- Elderly care services (non-medical)</td>
</tr>
<tr>
<td>- Elderly care services (non-medical)</td>
<td>- Family and human service occupations</td>
</tr>
<tr>
<td>- Family and human service occupations</td>
<td>- Librarian</td>
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<td>- Librarian</td>
<td>- Personal Financial Advisor</td>
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<tr>
<td>- Personal Financial Advisor</td>
<td>- Preschool Teacher</td>
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<tr>
<td>- Preschool Teacher</td>
<td>- Social Outreach Director</td>
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<tr>
<td>- Social Outreach Director</td>
<td>- Teacher</td>
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<td>- Teacher</td>
<td>- Teacher aide</td>
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**CL-099 5/2016**
<table>
<thead>
<tr>
<th>Fashion and Interior Design</th>
<th>Fashion Design, and Merchandising</th>
<th>Barber*</th>
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<tbody>
<tr>
<td></td>
<td>Interior Design, Furnishings, and Maintenance</td>
<td>Clothing, alteration and repair</td>
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<td></td>
<td>Personal Services</td>
<td>Cosmetologist*</td>
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<td></td>
<td>Esthetician*</td>
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<td></td>
<td>Fabric maintenance services</td>
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<td>Fashion Buyer</td>
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<td>Fashion design</td>
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<td>Fashion manufacturing (factory and custom)</td>
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<td>Fashion merchandising</td>
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<td></td>
<td>Interior Buyer</td>
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<td></td>
<td>Interior design</td>
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<tr>
<td></td>
<td></td>
<td>Kitchen and Bath Specialist</td>
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<tr>
<td></td>
<td></td>
<td>Makeup Artist</td>
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<td></td>
<td>Jewelry design, fabrication, and repair</td>
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<tr>
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<td>Manicurist*</td>
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<td>Merchandising Manager</td>
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<td>Pattern Maker</td>
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<td>Set Decorator</td>
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<td>Textile design</td>
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<td>Textile production and fabrication</td>
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<td>Upholstering</td>
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<tr>
<th>Health Science and Medical Technology</th>
<th>Biotechnology</th>
<th>Athletic trainer</th>
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<tbody>
<tr>
<td></td>
<td>Patient Care</td>
<td>Biomedical equipment technician</td>
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<td>Healthcare Administrative Services</td>
<td>Biomedical Engineer</td>
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<td>Healthcare Operational Support Services</td>
<td>Biomedical Research and Development Specialist</td>
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<td></td>
<td>Public and Community Health</td>
<td>Central Service Technician</td>
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<td></td>
<td>Mental and Behavioral Health</td>
<td>Clinical Data Specialist</td>
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<td></td>
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<td>Clinical Lab Technologist/scientist</td>
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<td>Clinical Simulator Technician</td>
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<td>Forensic Pathologist</td>
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<td>Community Health Professional</td>
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<td>Geneticist</td>
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<td>Diagnostic Technician</td>
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<td>Dental Assistant</td>
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<td>Dental Hygienist</td>
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<td>Dental Lab Technician</td>
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<td>Geriatric Technician</td>
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<td>Health Care Administrator</td>
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<td>Health Education Specialist</td>
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<td>Health Information Management</td>
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<td>Technician/Technologist</td>
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<td>Massage Therapist</td>
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<td>Materials Manager</td>
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<td>Medical/Clinical Assistant</td>
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<td>Mental health professional</td>
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<td>Medical Sonographer</td>
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</table>
| 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 | • Food Science, Dietetics, and Nutrition  
• Food Service and Hospitality  
• 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 |
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<tr>
<th>Information and Communication Technology (cont.)</th>
<th>Manufacturing and Product Development</th>
<th>Marketing, Sales, and Services</th>
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<tbody>
<tr>
<td>• Social and New Media Production and Management</td>
<td>• Graphic Production Technologies</td>
<td>• Marketing</td>
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<tr>
<td>• Software and Applications Developer</td>
<td>• Machining and Forming Technologies</td>
<td>• Professional Sales</td>
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<tr>
<td>• Web and Mobile Application Production</td>
<td>• Welding and Materials Joining</td>
<td>• Entrepreneurship/Self-Employment</td>
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<td>• Product Innovation and Design</td>
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</tbody>
</table>

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 |
Transportation (cont.)

- Inspectors and Planners
- Investigator/Inspector
- Marine power plant maintenance and repair
- Motorcycle service and repair
- Production, Planning, and Expediting Specialist
- Railroad operations
- Small engine service and repair
- Transportation occupations, travel services
- Truck and bus driving
- Warehousing

*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. †

<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>
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<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>
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.
### 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. In compliance with the passage of AB677, section B is voluntary.

<table>
<thead>
<tr>
<th>Gender Identity:</th>
<th>Female</th>
<th>Male</th>
<th>Nonbinary</th>
<th>Decline to State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Orientation:</td>
<td>Heterosexual/straight</td>
<td>Gay or Lesbian</td>
<td>Bisexual</td>
<td>Not Sure</td>
</tr>
</tbody>
</table>

| Race/Ethnicity | American Indian or Alaska Native | Asian (Chinese, Japanese, Korean, Vietnamese, Asian Indian, Laotian, Cambodian, Filipino, Hmong) | Native Hawaiian or Pacific Islander (Guamanian, Samoan, Tahitian) | White | Black or African American | Two or more races | Decline to State |

### C. 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.

<table>
<thead>
<tr>
<th>School District or Educational Agency</th>
<th>County of Employment</th>
</tr>
</thead>
</table>

Mailing Address

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

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 sections any other sections.
APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

For Privacy Act Notification see Application Instructions

1. PERSONAL INFORMATION (type or print)

*Social Security or Individual Tax Identification Number: ____________________
*Date of Birth: (mm/dd/yyyy)

*My Full Legal Name: ________________

All Former/Maiden Name(s):

*Home Address: ____________________

*City: ____________________

*State: __________

*Zip: __________

Home Phone: ____________________

Work Phone: ____________________

Mobile Phone: ____________________

*Email Address: ____________________

County of Employment (CA only):

School District of Employment (CA only):

Gender: ____________________

Sexual Orientation: ________________

Please select one of the options that best describes your race/ethnicity heritage:

Asian Groups: ____________________

Pacific Islander Group: ________________

Other Groups: ________________

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

* = Required Information

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

* Available at the request of a California Local Education Agency (LEA) only. Documents in bold font require you to select from Section 4 below a Subject or Authorized Area of Service to be listed on the document.

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:

- Emergency Assignment
- Short-Term Staff
- Provisional Internship
- EM CLAD
- EM Bilingual
- EM Teacher Librarian
- EM Resource Specialist
- ETE Permit

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:

CTC Use Only

FORM 41-4 (REV. 9/2022)
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.
a. Have you ever been:
- dismissed or,
- non-re-elected or,
- suspended without pay for more than ten days, or
- retired, or
- resigned from, or otherwise left school employment
because of allegations of misconduct or while allegations of misconduct were pending?

- Yes
- No

b. Have you ever been convicted of any felony or misdemeanor in California or any other place?
You must disclose:
- all criminal convictions
- misdemeanors and felonies
- convictions based on a plea of no contest or nolo contendere
- convictions dismissed pursuant to Penal Code section 1203.4
- driving under the influence (DUI) or reckless driving convictions
- no matter how much time has passed

You do not have to disclose:
- 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.
- infractions (DUI or reckless driving convictions are not infractions)

- Yes
- No

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?

- Yes
- No

d. Are any criminal charges currently pending against you?

- Yes
- No

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 reprimed, 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
1. 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 ______

Date (mm/dd/yyyy) City (where you sign the form)

SIGNATURE OF APPLICANT ______

* You must complete all portions of this section.

Comments/Additional Subject Requests:

Mail application and payment (check or money order) to:
Commission on Teacher Credentialing Certification Division
1900 Capitol Avenue
Sacramento, California 95811-4213
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>(click the section letter below to be transported to that section)</td>
<td></td>
</tr>
<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-reelected  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.

Date of conviction:
Date of offense:

List the code section(s) violated, including whether each count was a misdemeanor or a felony:

Location of offense:
Name of law enforcement agency:
Jurisdiction (name of court):

Convicted by:
- [ ] Jury trial
- [ ] Guilty plea
- [ ] Court trial
- [ ] No contest or nolo contendere plea

Sentence and conditions of probation(s), if any:

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.

<table>
<thead>
<tr>
<th>Provide an explanation of inquiry or investigation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What is the current status of the inquiry or investigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Ongoing (when was the investigation started): ______</td>
</tr>
<tr>
<td>□ Completed (when): ______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of agency, department, or law enforcement agency conducting the inquiry or investigation:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Jurisdiction (name of court):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Were children involved:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No □ Yes □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If yes, indicate how:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did the incident(s) occur on school grounds:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No □ Yes □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If yes, what school and school district:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Describe the incident(s) resulting in the inquiry or investigation in detail (attach additional sheets if necessary):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>List the pending charges, including whether each count is a misdemeanor or felony:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In what jurisdiction (court) are the charges pending?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date(s) of alleged criminal conduct</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of arresting or investigating agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Were children involved:</th>
<th>No ☐</th>
<th>Yes ☐</th>
</tr>
</thead>
</table>

If yes, indicate how:

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Did the incident(s) occur on school grounds:</th>
<th>No ☐</th>
<th>Yes ☐</th>
</tr>
</thead>
</table>

If yes, what school and school district:

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

Describe the incident(s) resulting in the filing of these charges in detail (attach additional sheets if necessary):

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>
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.

List the applicable license(s) or credential(s):
License number(s):

Action(s) taken:
  - Private Admonition            Date: __________
  - Public Reproval              Date: __________
  - Suspension                   Dates: __________   How Long? __________
  - Fine                         Date: __________   Amount? __________
  - Revocation                   Date: __________
  - Denial of application        Date: __________

  - Were you subsequently granted? NO ☐ YES ☐ When? __________

Probation (provide the term)

Other Explain:

Agency’s name:
Address:
Telephone number: Contact person (if known):

Location of misconduct:
Were children involved: No ☐ Yes ☐
If yes, indicate how:

Commission on Teacher Credentialing
OA-EF  9/2013
<table>
<thead>
<tr>
<th>Did the incident(s) occur on school grounds:</th>
<th>No □</th>
<th>Yes □</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, what school and school district:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 (05/2022) at https://www.ctc.ca.gov/credentials/leaflets/cl271.pdf.

Rev 03/15/2023
**REQUEST FOR LIVE SCAN SERVICE**

**Applicant Submission**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI</td>
<td>A0281</td>
</tr>
<tr>
<td>Type of Application</td>
<td>License/Certification/Permit</td>
</tr>
<tr>
<td>Job Title or Type of License, Certification or Permit</td>
<td>TEACHER CRED 44340 EC</td>
</tr>
</tbody>
</table>

**Section 2**

Agency Address / Set Contributing Agency:

<table>
<thead>
<tr>
<th>Agency</th>
<th>CASM TEACHER CREDENTIALING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1900 Capitol Avenue</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td>Sacramento, CA 95811-4213</td>
</tr>
</tbody>
</table>

**Section 3**

*Name of Applicant (Please print)*

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

*Alias*

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>MI</th>
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*Date of Birth*

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*Sex*

<table>
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<tr>
<th>Male</th>
<th>Female</th>
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*Driver's License No.*

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*Misc. No. BIL - Agency Billing Number* 03294

*Misc. Number:*

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</table>

*Home Address:*

<table>
<thead>
<tr>
<th>Street No.</th>
<th>Street or PO Box</th>
<th>City, State and Zip Code</th>
</tr>
</thead>
</table>

*Social Security Number (full):*

<p>| |</p>
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<th></th>
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*Required Fields*

**Section 4**

*CCA Number:*

<table>
<thead>
<tr>
<th>(SSN OR ITIN#)</th>
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</table>

Level of Service: X DOJ  X FBI

**Section 5**

**SUPPLEMENTAL AGENCY/EMPLOYER**

<table>
<thead>
<tr>
<th>Employer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>(County Office of Education/School District)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street No.</th>
<th>Street or PO Box</th>
<th>Mail Code (C/O/ED five digit code assigned by DOJ)</th>
</tr>
</thead>
<tbody>
<tr>
<td>------------</td>
<td>------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>City, State and Zip Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(---)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency Telephone No. (optional)</th>
</tr>
</thead>
</table>

**Section 6**

Live Scan Transaction Completed By:

<table>
<thead>
<tr>
<th>Name of Operator</th>
<th>LSID</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Transmitting Agency</th>
<th>ATI No.</th>
<th>Amount Collected/Billed</th>
</tr>
</thead>
</table>

**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

- 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
  +

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+

*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 automotive 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Main Street</td>
<td>123 Main Street</td>
</tr>
<tr>
<td>Fresno, CA 93721</td>
<td>Fresno, CA 93721</td>
</tr>
<tr>
<td>Name</td>
<td>Date</td>
</tr>
<tr>
<td>123 Main Street</td>
<td>123 Main Street</td>
</tr>
<tr>
<td>Fresno, CA 93721</td>
<td>Fresno, CA 93721</td>
</tr>
</tbody>
</table>

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)

---

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.
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 employing school district must assign a supervisor and a teacher mentor. During the second year, employing districts will need to 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 https://cte-credential.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 mperkins@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/u-s-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)
SUPERINTENDENT POLICY

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

Personnel
PROHIBITION OF PUPIL DISCRIMINATION, HARASSMENT, RETALIATION AND/OR SEXUAL HARASSMENT

Policy Statement:
The Fresno County Superintendent of Schools ("FCSS") is committed to maintaining a learning environment that is free from any form of discrimination, harassment and retaliation. The FCSS prohibits the unlawful harassment of, or discrimination and retaliation against, any pupil by any employee, pupil, or other person at school or at any school related activity.

Except for student complaints that constitute unlawful sexual harassment within the definitions set forth under Title IX of the Educational Amendments of 1972 that will be processed under Superintendent Administration Regulation 5145.71 and Superintendent Policy SP HR-1315, the following will be the procedure to ensure that pupils are free from all other forms of discrimination, harassment and retaliation. The procedures further provide a mechanism for the reporting and resolution of unlawful discrimination, harassment, and retaliation complaints.

QUICK LINKS
Supervisor Report of Pupil Incident/Complaint
Pupil Complaint Form
Pupil Appeal Form

The FCSS designates the following position as the Compliance Coordinator for nondiscrimination in FCSS educational programs and activities:

Assistant Superintendent, Human Resources
Office of the Fresno County Superintendent of Schools
1111 Van Ness Avenue
Fresno, CA 93721-2000
(559) 265-3000
lgabriel@ffcoe.org

PROHIBITION OF PUPIL DISCRIMINATION AND HARASSMENT
The FCSS recognizes the right of every pupil to be free from discrimination, harassment, retaliation, violence, intimidation, 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. The FCSS further declares its intent to act promptly, visibly and vigorously to eliminate such activity from the school environment.

EDUCATION EQUITY
The FCSS 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
FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

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 theretrom 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 it to the FCSS Compliance Officer.

Student complaints that allege unlawful sexual harassment within the definitions set forth under Title IX of the Educational Amendments of 1972 will be processed under Superintendent Administration Regulation 5145.71 and Superintendent Policy SP HR-1315.
FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

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
FCSS shall avoid/resolve any act or actions, implied or explicit that may suggest, discrimination, harassment or retaliation. The County Superintendent or designee shall take all actions necessary to ensure the prevention, investigation and correction of discrimination, harassment, or retaliation. The FCSS 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 FCSS staff will be subject to disciplinary action up to and including expulsion or dismissal.

RETRALIATION PROHIBITED
FCSS encourages students and staff to file discrimination, harassment, or retaliation complaints to ensure that such unacceptable conduct is fully eradicated. 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/FCSS staff are directed:

1. To refrain from taking any action, which dissuades any person from exercising the right to file a discrimination, harassment and/or retaliation 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 teacher, site administrator, other staff member or the FCSS Compliance Officer.

COMPLAINT PROCESS
The County Superintendent expects pupils or staff to immediately report incidents of discrimination, harassment or retaliation to the pupil’s teacher, site administrator, other staff member or the FCSS Compliance Officer. FCSS staff members have the responsibility to immediately notify the FCSS Compliance Officer of the incident.

Note: If the teacher, principal or site administrator is involved in the reported conduct, or, if for some other reason the pupil feels uncomfortable about making a report to his or her teacher, principal or site administrator, the report should be made to the Assistant Superintendent, 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 “Prohibition of Pupil Harassment Supervisor Report of Incident/Complaint” form.
2. Site Administrator is to submit written report of concern to Program Administrator, and Assistant Superintendent, Human Resources.
3. The Program Administrator, and the Assistant Superintendent, 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 Superintendent’s nondiscrimination, harassment, and retaliation 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.
SUPERINTENDENT POLICY

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

If informal resolution of the complaint is not quickly achieved, the Assistant Superintendent, 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 FCSS.

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, Business Services or designee shall render a determination as to whether the alleged conduct constitutes discrimination, harassment and/or retaliation. The Deputy Superintendent – Business Services shall look at the record as a whole, and the totality of the circumstances, including the nature of the alleged harassment, discrimination, or retaliation, 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 FCSS 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, Business Services or designee, the complainant may, if not satisfied by the report or the recommended disposition, appeal the matter to the County Superintendent. The complainant's appeal shall be in writing, signed by the complainant and completed on a form prescribed by the FCSS. The appeal shall state specifically the reasons why the complainant is dissatisfied with the report and recommended disposition by the Deputy Superintendent, Business Services or designee.

The County Superintendent shall review the basis for the complainant's appeal and make a decision based on the record presented. The County 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 FCSS employees involved in processing discrimination, harassment or retaliation complaints shall endeavor in good faith to protect the privacy of all involved parties. Discussions among FCSS employees regarding discrimination, harassment or retaliation complaints shall be prohibited unless necessary to process and/or investigate the facts surrounding the complaint. FCSS staff members shall not have access to files concerning discrimination, harassment or retaliation complaints unless the employees are assigned to process and/or investigate the complaint. FCSS 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.
ENFORCEMENT
A violation of the FCSS’ 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 Superintendent. The FCSS or designee shall take appropriate actions to reinforce the County Superintendent’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.

Adopted: 04/07/1997
Amended: 04/11/2003; 08/31/2005; 10/05/2007; 04/14/2010; 04/04/2011; 04/16/2012; 10/22/2013; 02/23/2016; 08/14/2020; 10/1/2020

References:
Education Code 48980 (h)
Education Code 212.6
Superintendent Administration Regulation 5145.71
Superintendent Policy SP HR-1315
Prohibition of Pupil Harassment
Supervisor Report of Incident/Complaint

In accordance with the Fresno County Superintendent of Schools Superintendent Policy, Prohibition of Pupil Harassment: Discrimination, Physical, Gender, Psychological, and/or Sexual Harassment (SP HR-1317), this form is to be completed by the Site Principal receiving the complaint and must be promptly forwarded to the Program Administrator and the Deputy Superintendent of Educational Services upon completion. Use the form below to record the information volunteered by the person.

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

Name: ___________________________ 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: ___________________________
Supervisor’s recommended action/resolution:

Program Supervisor Signature            Date Report Completed

Cabinet Signature                   Date Received

Deputy Superintendent              Date Received

Administrator Review (completed by Deputy Superintendent)

Administrator Review:

Follow-up Needed?  □ Yes   □ No   Follow-up #1 Date:   Follow-up #2 Date:   

Help given (if any):

Resolution:

Deputy Superintendent Signature            Date Finalized

□ Finalized Resolution
Prohibition of Pupil Harassment
Pupil Complaint Form

Prior to completing this form, review the Fresno County Superintendent of Schools Superintendent Policy, Prohibition of Pupil Harassment: Discrimination, Physical, Gender, Psychological, and/or Sexual Harassment (SP HR-1317). 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 as far as appropriate. Appropriate and immediate action will be taken if SP HR-1317 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 Site Principal or designee.

Pupil Name: ______________________ Date Reported to Supervisor: ____________

Date of Incident: ____________ Time of Incident: ____________ Location of Incident: ____________

Person(s) Report Filed Against: __________________________________________
Name(s) of Witnesses: __________________________________________

Summary of Incident:

[Blank space for summary]

Program Signature ____________ Date Report Completed ____________

FOR PROGRAM ADMINISTRATION USE ONLY

Person Whom Report Was Given To Signature ____________ Date Received ____________

Person(s) Assigned to Investigate Incident: ____________________________

Reviewed Initial Report [ ]
Prohibition of Pupil Harassment
Pupil Appeal Form

I, ________________________________ wish to appeal the recommendation made in regards to the discrimination, harassment, and/or retaliation complaint filed on ______________________ with the Assistant Superintendent of Human Resources.

Pupil Name: _______________________

Person(s) Report Filed Against: _______________________

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

Signature of Pupil Filing Complaint ___________________________ Date ________________

FOR ADMINISTRATION USE ONLY

Person Whom Appeal Was Given To Signature ___________________________ Date Received ________________ Reviewed Appeal __________

Resolution:

__________________________________________

Assistant Superintendent of Human Resources ________________ Date Finalized ________________ Finalized Appeal __________
Community Relations

UNIFORM COMPLAINT PROCEDURES

The County Superintendent and County Board recognize the need to comply with state and federal laws and regulations governing educational programs. The 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 the County Superintendent and/or County Board. To resolve complaints that require a formal procedure, the County Superintendent and County Board adopt the uniform system of complaint processes specified in 5 CCR 4600-4670. The County Superintendent shall further articulate this procedure in Administrative Regulation 1312.3 – Uniform Complaint Procedures (UCP). The County Board hereby adopts as its own procedure County Superintendent Administrative Regulation 1312.3 – Uniform Complaint Procedures.

Complaints Subject to the UCP

The UCP shall be used to investigate and resolve the following complaints:

1. Any complaint alleging violation of applicable state or federal law or regulations governing all programs and activities that are subject to the UCP, to the extent such programs/activities are applicable to the County Superintendent and/or County Board, including:
   - Adult Education.
   - After School Education and Safety.
   - Agricultural Career Technical Education.
   - Career Technical and Technical Education; Career Technical; Technical Training.
   - Career Technical Education.
   - Child Care and Development.
   - Compensatory Education.
   - Consolidated Categorical Aid.
   - Every Student Succeeds Act.
   - Migrant Education.
   - Regional Occupational Centers and Programs.
   - School Safety Plans.
   - State Preschool Programs.
   - Health and Safety Issues in State Preschools Exempt from Licensing (only if an exempt State Preschool is in operation).
   - Any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

2. Any complaint alleging the occurrence of 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, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender,
gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 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. Any complaint alleging 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. Any complaint alleging noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and County Superintendent/County Board-imposed graduation requirements (Education Code 46015)

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

6. Any complaint alleging noncompliance with legal requirements related to the implementation of the local control and accountability plan. (Education Code 52075.)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, to the extent those provisions are applicable to the County Superintendent and County Board for the consolidated application for specified federal and/or state categorical funding. (Education Code 64000-64001, 65000-65001)

8. Any complaint, by or on behalf of any student who is a foster youth, alleging noncompliance with any legal requirement applicable to the 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 Superintendent/County Board-imposed graduation requirements. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2.)

9. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant student as defined in Education Code 54441, or an immigrant student participating in a newcomer program as defined in Education Code 51225.2, who transfers into a County Superintendent/County Board school after his/her second year of high school, alleging noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or
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district or the grant of an exemption from County Superintendent/County Board-imposed graduation requirements. (Education Code 51225.1, 51225.2.)

10. Any complaint alleging noncompliance with the requirements that prohibit the assignment of a student in grades 9-12 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.)

11. Any complaint alleging noncompliance with the physical education instructional minutes requirement for students in elementary school. (Education Code 51210, 51223.)

12. Any complaint alleging 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.

The County Superintendent or designee shall investigate complaints listed herein and shall seek to resolve those complaints in accordance with the UCP set forth in Administrative Regulation 1312.3. (5 CCR 4620.)

The County Superintendent shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the County Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the County Superintendent or designee shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the UCP.

The County Superintendent or designee shall provide training to staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The County Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

The following complaints shall not be subject to the UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division, and/or the appropriate law enforcement agency. (5 CCR 4611)
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2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)

3. Any complaint alleging that a student, while in an education program or activity in which the County Superintendent/County Board exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in County Superintendent Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved in accordance with the procedures specified in applicable County Superintendent policy and/or administrative regulation.

5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order, or a physical safety concern that interferes with the provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with County Superintendent Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)

6. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with the procedures in County Superintendent Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures. The County Board hereby adopts as its own procedure County Superintendent Administrative Regulation 1312.4 – Williams Uniform Complaint Procedures. (Education Code 35186)

 Adopted: 10/18/2018
Amended: 11/19/2020, 02/17/2022

Legal References

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
32280-32289 School safety plan, uniform complaint procedures
35186 Williams uniform complaint procedures
45015 Parental leave for students
48853-48853.5 Foster youth
48985 Notices in language other than English
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49010-49014 Student fees
49060-49079 Student records, especially:
49069.5 Records of foster youth
49490-49590 Child nutrition programs
49701 Interstate Compact on Educational Opportunity for Military Children
51210 Courses of study grades 1-5
51222 Physical education, secondary schools
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements
51226-51226.1 Career technical education
51228.1-51228.3 Course periods without educational content
52060-52077 Local control and accountability plan, especially:
52075 Complaint for lack of compliance with local control and accountability plan requirements
52300-52462 Career technical education
52500-52616.24 Adult schools
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process; school plan for student achievement
65000-65001 School site councils

Government Code
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act

Health and Safety Code
104420 Tobacco-Use Prevention Education

Penal Code
422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege

Code of Regulations, Title 2
11023 Harassment and discrimination prevention and correction

Code of Regulations, Title 5
3080 Application of section
4600-4670 Uniform complaint procedures
4660-4687 Williams uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

United States Code, Title 20
1221 Application of laws
1232q Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6576 Title I Improving the Academic Achievement of the Disadvantaged
6801-7014 Title III language instruction for limited English proficient and immigrant students
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United States Code, Title 29
794 Section 504 of Rehabilitation Act of 1973
United States Code, Title 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
12101-12213 Title II equal opportunity for individuals with disabilities

Code of Federal Regulations, Title 28
35.107 Nondiscrimination on basis of disability; complaints

Code of Federal Regulations, Title 34
99.1-99.67 Family Educational Rights and Privacy Act
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

Management Resources

California Department of Education Publications
Uniform Complaint Procedure 2020-21 Program Instrument
Sample UCP Board Policies and Procedures

U.S. Department of Education, Office For Civil Rights Publications
Dear Colleague Letter, September 22, 2017
Dear Colleague Letter: Title IX Coordinators, April 2015
Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
Dear Colleague Letter: Harassment and Bullying, October 2010
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. Department of Justice Publications

Web Sites
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Family Policy Compliance Office: http://www2.ed.gov/policy/gen/guid/fpc/o5

1312.3, 12/2021; Doc# 104613-3
Designated Subjects Career Technical
Education Credential Program Complaint
Procedure Form

Complaint procedure
- Complaint Form is submitted to the FCSS DS Credential Program Leadership
- Complaint is investigated by the FCSS DS Credential Program Leadership
- A meeting is held with the candidate and a mutually agreed upon plan of action to rectify the situation is developed and implemented

Date of incident: ________________
Name: _________________________

Please describe the issue of your complaint in detail. You may attach additional page(s) if necessary. Please file this complaint with the FCSS DS Credential Program Leadership.

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Date of meeting with candidate and FCSS DS Credential Program

Leadership Plan of Action:

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

________________________________________________________

Candidate/Applicant Signature

________________________________________________________

FCSS DS Credential Program Leadership Signature