



## **Title IX Nondiscrimination Statement and Related Policies**

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

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

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

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# Introduction

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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.

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**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](http://cte-credential.fcoe.org)  
Janet Sloan, Executive Director  
Margo Perkins, Director

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**FCSS Credentials Department**

1111 Van Ness Avenue  
Fresno, CA 93721  
Telephone (559) 265-3000  
Web Site: [www.fcoe.org](http://www.fcoe.org)



# SECTION I



Fresno County Superintendent of Schools (FCSS)

## **Preliminary Designated Subjects (DS) Career Technical Education (CTE) Credential Application Packet Check List (Required for First-time Credential Applicants)**

***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](http://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**



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

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Individuals must satisfy all of the following requirements for the Preliminary Designated Subjects Career Technical Education (CTE) Credential:

- Three years of work experience directly related to each industry sector to be named on the credential (see attached CTC Industry Sector Credential Titles CL-888\*). One year equals a minimum of 1000 clock hours per calendar year. The experience may be full-time or part-time, paid or unpaid.
- At least one year of the work experience must be within the last five years or two years within the last ten years immediately preceding the issuance of the preliminary credential. For purposes of meeting the recency requirement, any of the following or a combination of the following may be cumulated to total 1000 clock hours: work experience, college-level related coursework, non-college related coursework, occupational internship, or vocational teaching experience.
- Completion of forty-eight (48) semester units of postsecondary vocational training related to the industry sector(s) named on the credential may be substituted for a maximum of two of the three years of required work experience. The course work must be verified by official transcript and may be made on a pro rata basis up to the two-year maximum.
- Additionally, one of the following may be used as one year of work experience toward meeting the three years of required experience: 1) Possession of an advanced industry certificate related to the industry sector to be named on the preliminary credential, as determined by a Commission-approved CTE program sponsor. OR 2) One year of full-time general education teaching experience providing instructional services in preschool or grades K-12 earned in a public or private school of equivalent status.
- High school diploma or diploma based on passage of the GED Test or foreign equivalent of a high school diploma. Graduation from an accredited college or university is also accepted.
- Completed application forms for FCSS and CTC.
- Processing fees for FCSS and CTC. Money orders only or cashier’s checks only. No personal checks or cash.
- LiveScan fingerprinting clearance for first-time credential holders.
- Signed Intent to Enroll in Early Orientation and Complete Requirements for Clear Credential.

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

**Industry Sectors**

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

Industry Sectors	Pathways	Specific Occupations
Agriculture and Natural Resources	<ul style="list-style-type: none"> <li>• Agricultural Business</li> <li>• Agricultural Mechanics</li> <li>• Agriscience</li> <li>• Animal Science</li> <li>• Forestry and Natural Resources</li> <li>• Ornamental Horticulture</li> <li>• Plant and Soil Science</li> </ul>	<ul style="list-style-type: none"> <li>• Agriculture business management and marketing</li> <li>• Agriculture mechanics</li> <li>• Animal care</li> <li>• Animal control</li> <li>• Animal production</li> <li>• Crop production</li> <li>• Floriculture and floristry</li> <li>• Forestry, natural resources and rural recreation</li> <li>• Landscaping</li> <li>• Ornamental nursery operation</li> </ul>
Arts, Media, and Entertainment	<ul style="list-style-type: none"> <li>• Design, Visual, and Media Arts</li> <li>• Performing Arts</li> <li>• Production and Managerial Arts</li> <li>• Game Design and Integration</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial art</li> <li>• Commercial photography</li> <li>• Game Design Occupations</li> <li>• Multimedia production</li> <li>• Performing arts occupations</li> <li>• Stage technology</li> <li>• Theatrical occupations</li> </ul>
Building and Construction Trades	<ul style="list-style-type: none"> <li>• Cabinetry, Millwork, and Woodworking</li> <li>• Engineering and Heavy Construction</li> <li>• Mechanical Systems Installation and Repair</li> <li>• Residential and Commercial Construction</li> </ul>	<ul style="list-style-type: none"> <li>• Boat building</li> <li>• Carpentry</li> <li>• Civil Engineer</li> <li>• Concrete placing and finishing</li> <li>• Construction equipment operation</li> <li>• Construction inspection</li> <li>• Drafting occupations</li> <li>• Drywall installation</li> <li>• Electrician</li> <li>• Fire sprinkler installation</li> <li>• Floor covering installation</li> <li>• Foundry work</li> <li>• Furniture making, finishing and refinishing</li> <li>• General contracting</li> <li>• Glazing</li> <li>• Hazardous materials occupations</li> <li>• Heating, air conditioning, and ventilation installation and service</li> <li>• Heavy Equipment Operator</li> </ul>

<p>Building and Construction Trades (cont.)</p>		<ul style="list-style-type: none"> <li>• Interior maintenance (residential and commercial)</li> <li>• Lathing</li> <li>• Masonry</li> <li>• Mechanical Engineer/Technician</li> <li>• Millwork and cabinet making</li> <li>• Motor sweeper operator</li> <li>• Painting-construction</li> <li>• Pipefitting and steam fitting</li> <li>• Plastering</li> <li>• Plumbing</li> <li>• Pool and spa service</li> <li>• Refrigeration installation and maintenance</li> <li>• Residential and commercial repair and remodeling</li> <li>• Roofing</li> <li>• Sheet metal fabrication</li> <li>• Structural and reinforcement ironwork</li> <li>• Structural pest control</li> <li>• Tile setting</li> <li>• Upholstering</li> <li>• Welding</li> <li>• Woodworking</li> </ul>
<p>Business and Finance</p>	<ul style="list-style-type: none"> <li>• Business Management</li> <li>• Financial Services</li> <li>• International Business</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting occupations</li> <li>• Auditor</li> <li>• Banking</li> <li>• Business Computing Specialist</li> <li>• Business management</li> <li>• Chief Financial Officer</li> <li>• Customs Inspector/Broker</li> <li>• Export Sales</li> <li>• Financial management and services</li> <li>• Human Resources Specialist</li> <li>• Income tax preparation</li> <li>• Insurance occupations</li> <li>• International Business</li> <li>• Investment Consultant</li> <li>• Legal office occupations</li> <li>• Office occupations</li> <li>• Personnel administration occupations</li> <li>• Purchasing Agent</li> <li>• Secretarial/stenography occupations</li> <li>• Tax preparation specialist</li> <li>• Small business ownership and/or management</li> </ul>

<p>Education, Child Development, and Family Services</p>	<ul style="list-style-type: none"> <li>• Child Development</li> <li>• Consumer Services</li> <li>• Education</li> <li>• Family and Human Services</li> </ul>	<ul style="list-style-type: none"> <li>• Child care</li> <li>• Child Care Psychologist</li> <li>• Consumer Services</li> <li>• Counselors</li> <li>• Education Administrators</li> <li>• Elderly care services (non-medical)</li> <li>• Family and human service occupations</li> <li>• Librarian</li> <li>• Personal Financial Advisor</li> <li>• Preschool Teacher</li> <li>• Social Outreach Director</li> <li>• Teacher</li> <li>• Teacher aide</li> </ul>
<p>Energy, Environment, and Utilities</p>	<ul style="list-style-type: none"> <li>• Energy and Power Technology</li> <li>• Environmental Resources</li> <li>• Telecommunications</li> </ul>	<ul style="list-style-type: none"> <li>• Air Quality Technician</li> <li>• Climatologist</li> <li>• Control system maintenance and repair</li> <li>• Electrical power distribution</li> <li>• Electrician</li> <li>• Electronic consumer products service</li> <li>• Electronics assembly</li> <li>• Energy Auditor</li> <li>• Energy Engineer</li> <li>• Energy, environment and resource manager/technician</li> <li>• Environmental Biologist/Scientist</li> <li>• Hybrid microelectronics</li> <li>• Hydroelectric plant operations</li> <li>• Industrial electronics</li> <li>• Marine power plant maintenance and repair</li> <li>• Solar Occupations</li> <li>• Telecommunications Technicians</li> <li>• Water treatment</li> </ul>
<p>Engineering and Architecture</p>	<ul style="list-style-type: none"> <li>• Architectural Design</li> <li>• Engineering Technology</li> <li>• Engineering Design</li> <li>• Environmental Engineering</li> </ul>	<ul style="list-style-type: none"> <li>• Air Pollution Control Engineer</li> <li>• Architect</li> <li>• City Planner</li> <li>• Drafting occupations</li> <li>• Engineering occupations</li> <li>• Environmental Specialist</li> <li>• Field Engineer</li> <li>• Manufacturing Design Engineer</li> <li>• Mechanical/Electrical Drafting</li> <li>• Robotics</li> <li>• Structural Designer</li> <li>• Surveying</li> </ul>

<p>Fashion and Interior Design</p>	<ul style="list-style-type: none"> <li>• Fashion Design, and Merchandising</li> <li>• Interior Design, Furnishings, and Maintenance</li> <li>• Personal Services</li> </ul>	<ul style="list-style-type: none"> <li>• Barber*</li> <li>• Clothing, alteration and repair</li> <li>• Cosmetologist*</li> <li>• Esthetician*</li> <li>• Fabric maintenance services</li> <li>• Fashion Buyer</li> <li>• Fashion design</li> <li>• Fashion manufacturing (factory and custom)</li> <li>• Fashion merchandising</li> <li>• Interior Buyer</li> <li>• Interior design</li> <li>• Kitchen and Bath Specialist</li> <li>• Makeup Artist</li> <li>• Jewelry design, fabrication, and repair</li> <li>• Manicurist*</li> <li>• Merchandising Manager</li> <li>• Pattern Maker</li> <li>• Set Decorator</li> <li>• Textile design</li> <li>• Textile production and fabrication</li> <li>• Upholstering</li> </ul>
<p>Health Science and Medical Technology</p>	<ul style="list-style-type: none"> <li>• Biotechnology</li> <li>• Patient Care</li> <li>• Healthcare Administrative Services</li> <li>• Healthcare Operational Support Services</li> <li>• Public and Community Health</li> <li>• Mental and Behavioral Health</li> </ul>	<ul style="list-style-type: none"> <li>• Athletic trainer</li> <li>• Biomedical equipment technician</li> <li>• Biomedical Engineer</li> <li>• Biomedical Research and Development Specialist</li> <li>• Central Service Technician</li> <li>• Clinical Data Specialist</li> <li>• Clinical Lab Technologist/scientist</li> <li>• Clinical Simulator Technician</li> <li>• Forensic Pathologist</li> <li>• Community Health Professional</li> <li>• Geneticist</li> <li>• Diagnostic Technician</li> <li>• Dental Assistant</li> <li>• Dental Hygienist</li> <li>• Dental Lab Technician</li> <li>• Geriatric Technician</li> <li>• Health Care Administrator</li> <li>• Health Education Specialist</li> <li>• Health Information Management</li> <li>• Technician/Technologist</li> <li>• Massage Therapist</li> <li>• Materials Manager</li> <li>• Medical/Clinical Assistant</li> <li>• Mental health professional</li> <li>• Medical Sonographer</li> </ul>

<p>Health Science and Medical Technology (cont.)</p>		<ul style="list-style-type: none"> <li>• Nutritionist/Dietician</li> <li>• Outreach Coordinator</li> <li>• Phlebotomist</li> <li>• Physician’s Assistant</li> <li>• Physical Therapy Technician/Technologist</li> <li>• Prosthetic Technician/Technologist</li> <li>• Psychiatric Technician/Psychologist</li> <li>• Public health professional</li> <li>• Nurse (RN/LVN/NP)</li> <li>• Radiological Technician</li> <li>• Rehabilitation Technologist/Therapist</li> <li>• Respiratory Technologist/Therapist</li> <li>• Sports Medicine Specialist</li> <li>• Ultrasound Technician</li> </ul>
<p>Hospitality, Tourism, and Recreation</p>	<ul style="list-style-type: none"> <li>• Food Science, Dietetics, and Nutrition</li> <li>• Food Service and Hospitality</li> <li>• Hospitality, Tourism, and Recreation</li> </ul>	<ul style="list-style-type: none"> <li>• Amusement and theme park occupations</li> <li>• Customer service representative related to amusement, theme parks, hotel and lodging, and restaurant and food service establishments</li> <li>• Dietetics and nutrition service</li> <li>• Event and conference planning</li> <li>• Executive Chef</li> <li>• Food and beverage production and preparation</li> <li>• Food and beverage services</li> <li>• Food scientist</li> <li>• Hotel and lodging occupations</li> <li>• Recreation and sports entertainment</li> <li>• Registered Dietitian</li> <li>• Restaurant Management</li> </ul>
<p>Information and Communication Technology</p>	<ul style="list-style-type: none"> <li>• Information Support and Services Networking</li> <li>• Software and Systems Development</li> <li>• Games and Simulation</li> </ul>	<ul style="list-style-type: none"> <li>• Big Data Administration</li> <li>• Computer and Information Systems</li> <li>• Computer Programming</li> <li>• Computer Sciences</li> <li>• Computer User Support</li> <li>• E-Business/E-Commerce</li> <li>• Game Production</li> <li>• Information Management</li> <li>• Information Security</li> <li>• Information Systems and Operations</li> <li>• Multimedia Production</li> <li>• Networking Engineer</li> <li>• Network Installation and Operation</li> <li>• Network Support and Maintenance</li> <li>• Robotics</li> </ul>

<p>Information and Communication Technology (cont.)</p>		<ul style="list-style-type: none"> <li>• Social and New Media Production and Management</li> <li>• Software and Applications Developer</li> <li>• Web and Mobile Application Production</li> </ul>
<p>Manufacturing and Product Development</p>	<ul style="list-style-type: none"> <li>• Graphic Production Technologies</li> <li>• Machining and Forming Technologies</li> <li>• Welding and Materials Joining</li> <li>• Product Innovation and Design</li> </ul>	<ul style="list-style-type: none"> <li>• Animator</li> <li>• CAD/CAM Specialist/Designer</li> <li>• Commercial Photographer</li> <li>• Commercial/Industrial Designer</li> <li>• Computer-assisted manufacturing</li> <li>• Computer Numerical Control (CNC) Operations</li> <li>• Cutter</li> <li>• Digital/Graphic Artist</li> <li>• Drafting occupations</li> <li>• Electronics assembly</li> <li>• Electronic publishing</li> <li>• Fitter</li> <li>• Industrial ceramics manufacturing</li> <li>• Machine tool operation and machine shop</li> <li>• Manufacturing Engineer</li> <li>• Metal fabrication</li> <li>• Material/Supply Management</li> <li>• Model Maker</li> <li>• Plastics and composites manufacturing occupations</li> <li>• Printing and graphics occupations</li> <li>• Product development, testing and demonstration</li> <li>• Production process/management</li> <li>• Quality Assurance</li> <li>• Robotics</li> <li>• Technical illustration</li> <li>• Tool and die making</li> <li>• Waterfront manufacturing</li> <li>• Welder</li> <li>• Welding Inspection</li> <li>• Welding Engineer</li> </ul>
<p>Marketing, Sales, and Services</p>	<ul style="list-style-type: none"> <li>• Marketing</li> <li>• Professional Sales</li> <li>• Entrepreneurship/Self-Employment</li> </ul>	<ul style="list-style-type: none"> <li>• Advertising Representative/Manager</li> <li>• Business Computer Specialist</li> <li>• Business Owner</li> <li>• Fashion Buyer</li> <li>• Floristry</li> <li>• Insurance Agent/Broker</li> <li>• International trade</li> <li>• Marketing</li> <li>• Market Research Analyst</li> <li>• Office Occupations</li> <li>• Public Relations Specialist</li> </ul>

Marketing, Sales, and Services (cont.)		<ul style="list-style-type: none"> <li>• Real estate</li> <li>• Retail occupations</li> <li>• Small business ownership and/or management</li> <li>• Small Business Repair and Maintenance</li> <li>• Travel Agent</li> <li>• Various Professional Sales Occupations</li> </ul>
Public Services	<ul style="list-style-type: none"> <li>• Public Safety</li> <li>• Emergency Response</li> <li>• Legal Practices</li> </ul>	<ul style="list-style-type: none"> <li>• Court reporting</li> <li>• Cyber Security</li> <li>• Emergency Medical Technician</li> <li>• Emergency Response Dispatcher</li> <li>• Fire control and safety</li> <li>• Fire fighting</li> <li>• Forester</li> <li>• Investigator/Law Librarian</li> <li>• Law enforcement occupations</li> <li>• Legal occupations (deletion of word to expand options)</li> <li>• Loss Prevention Specialist</li> <li>• Paralegal</li> <li>• Protective and security services</li> <li>• Wildland fire services</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>• Operations</li> <li>• Structural Repair and Refinishing</li> <li>• Systems Diagnostics and Service</li> </ul>	<ul style="list-style-type: none"> <li>• Airframe and power plant mechanics</li> <li>• Automobile detailing</li> <li>• Automotive body repair and refinishing</li> <li>• Automotive brake installation and repair</li> <li>• Automotive electrical systems service and repair</li> <li>• Automotive heating and air-conditioning service</li> <li>• Automotive mechanics/technician</li> <li>• Automotive parts counterperson</li> <li>• Automotive suspension and steering repair</li> <li>• Automotive transmission and transaxle service and repair</li> <li>• Avionics</li> <li>• Bicycle repair</li> <li>• Claims Adjuster</li> <li>• Container Crane Operator</li> <li>• Diesel equipment mechanics</li> <li>• Dispatcher</li> <li>• Distribution Manager</li> <li>• Electric motor repair</li> <li>• Engine performance technician</li> <li>• Heavy equipment maintenance and repair</li> <li>• Industrial maintenance</li> </ul>

Transportation (cont.)	<ul style="list-style-type: none"> <li>• Inspectors and Planners</li> <li>• Investigator/Inspector</li> <li>• Marine power plant maintenance and repair</li> <li>• Motorcycle service and repair</li> <li>• Production, Planning, and Expediting Specialist</li> <li>• Railroad operations</li> <li>• Small engine service and repair</li> <li>• Transportation occupations, travel services</li> <li>• Truck and bus driving</li> <li>• Warehousing</li> </ul>
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*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. †

National Board Certification in Career and Technical Education Specialty Areas	Corresponding CTC Industry Sector(s)
Agriculture and Environmental Sciences	Agriculture and Natural Resources
Arts and Communications	Arts, Media, and Entertainment
Business, Marketing, Information Management, and Entrepreneurship	Business and Finance; Information and Communication Technologies; Marketing, Sales, and Services
Family and Consumer Sciences	Education, Child Development, and Family Services; Fashion and Interior Design; Hospitality, Tourism, and Recreation
Health Services	Business and Finance; Health Science and Medical Technology
Human Services	Education, Child Development, and Family Services; Public Services
Manufacturing and Engineering Technology	Building and Construction Trades; Energy, Environment, and Utilities; Engineering and Architecture; Manufacturing and Product Development; Transportation
Technology Education	Building and Construction Trades; Manufacturing and Product Development; Transportation

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

# SECTION II

For credential questions,  
please call (559) 497-3852



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

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

**A. Information**

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Applicant's Full Name: \_\_\_\_\_

First	Middle	Last
-------	--------	------

Mailing Address

City	State	Zip Code
------	-------	----------

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.**

Gender Identity:	Female	Male	Nonbinary	Decline to State
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Sexual Orientation:	Heterosexual/Straight	Gay or Lesbian	Bisexual	Not Sure	Other	Decline to State
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Race/Ethnicity:	American Indian or Alaska Native	Asian (Chinese, Japanese, Korean, Vietnamese, Indian, Laotian, Cambodian, Filipino, Hmong)	White	Black or African American
	Hispanic/Latino (of any race)	Native Hawaiian or Pacific Islander (Guamanian, Samoan, Tahitian)	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.

School District or Educational Agency	County of Employment
---------------------------------------	----------------------

Mailing Address	City, Zip Code
-----------------	----------------

Name of Supervisor	Telephone	Fax	Email
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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](#)

Appeal: <input type="text"/>		IHE/County/District Use Only						
Route to: <input type="text"/>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3">Commission Use Only: Fee Information</th> </tr> <tr> <td style="width: 33%;">APP</td> <td style="width: 33%;">FP</td> <td style="width: 33%;">Other</td> </tr> </table>		Commission Use Only: Fee Information			APP	FP	Other	Issuance Date: <input type="text"/> Email: <input type="text"/>
Commission Use Only: Fee Information								
APP	FP	Other						

**1. PERSONAL INFORMATION (type or print)** CTC Use Only

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

\*My Full Legal Name:  \  \   

First
Middle
Last

All Former/Maiden Name(s):

\*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: <input type="text"/>	Sexual Orientation: <input type="text"/>	Please select one of the options that best describes your race/ethnicity heritage:		
		Asian Groups: <input type="text"/>	Pacific Islander Group: <input type="text"/>	Other Groups: <input type="text"/>

**2. APPLICATION TYPE REQUESTED: (select only one option)** \* = Required Information

Other:

**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.

<b>TEACHING CREDENTIALS:</b> <input type="radio"/> Single Subject <input type="radio"/> Multiple Subject <input type="radio"/> Education Specialist <input type="radio"/> Career Technical (CTE) <input type="radio"/> Adult Education <input type="radio"/> Other: <input type="text"/>	<b>SERVICES CREDENTIALS:</b> <input type="radio"/> Administrative <input type="radio"/> Pupil Personnel <input type="radio"/> Speech-Language Pathology <input type="radio"/> Teacher Librarian <input type="radio"/> School Nurse <input type="radio"/> Other: <input type="text"/>	<b>EMERGENCY PERMITS*:</b> <input type="radio"/> Limited Assignment* <input type="radio"/> Short-Term Staff* <input type="radio"/> Provisional Internship* <input type="radio"/> EM CLAD* <input type="radio"/> EM Bilingual* <input type="radio"/> EM Teacher Librarian* <input type="radio"/> EM Resource Specialist* <input type="radio"/> ETK Permit*	<b>SUBSTITUTE PERMITS:</b> <input type="radio"/> 30-Day Substitute <input type="radio"/> Career Substitute* <input type="radio"/> Prospective Substitute <input type="radio"/> Teaching Permit for Statutory Leave* <input type="radio"/> 30-Day CTE Substitute	<b>CHILD DEVELOPMENT PERMITS:</b> <input type="radio"/> Assistant <input type="radio"/> Associate Teacher <input type="radio"/> Teacher <input type="radio"/> Master Teacher <input type="radio"/> Site Supervisor <input type="radio"/> Program Director <input type="radio"/> Children's Center Permit <input type="radio"/> School-Age Emphasis
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

<input type="checkbox"/> Multiple Subject (Elementary Teaching) <input type="checkbox"/> Single Subject (Secondary Teaching): <input type="text"/> (Specify World Language-if applicable) <input type="text"/> <input type="checkbox"/> Special Education Specialty Areas: <input type="text"/> <input type="checkbox"/> CTE Industry Sector: <input type="text"/> <input type="checkbox"/> Adult Education Subjects: <input type="text"/>	<input type="checkbox"/> English Learner Authorization <input type="checkbox"/> CLAD Certificate <input type="checkbox"/> Bilingual Authorization: (Specify Language) <input type="text"/> <input type="checkbox"/> Pupil Personnel Services: <input type="text"/>	<input type="checkbox"/> Supplementary Authorization/ Subject Matter Authorization: <input type="text"/> <hr/> <p style="text-align: center;">CTC Use Only</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------



**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-reelected 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

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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 reprovved, 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



f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes
  No

**7. CHILD ABUSE AND NEGLECT MANDATED REPORTING**

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

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

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

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

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

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

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

I agree

**8. EMPLOYING AGENCY INFORMATION**

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

County CDS Code  School District CDS Code

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

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

*Before submitting, please review the application for completeness:*

- 1) *Personal information with correct SSN, date of birth, and email address filled in on page 1*
- 2) *Type of credential clearly marked on page 1 (use box below for additional subject/authorization requests)*
- 3) *All Professional Fitness Questions marked Yes or No on pages 3 and 4*
- 4) *Read and agreed to your responsibilities as a mandated reporter*
- 5) *Payment (check or money order attached to the front of this form). See [Credential Leaflet CL-659](#) for fee schedule.*



Checks or money orders may be made payable to the Commission on Teacher Credentialing. The Commission *does not* accept cash payments. All application fees are non-refundable.

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

**9. OATH AND AFFIDAVIT \***

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

Date  City  County  State   
(mm/dd/yyyy) (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.

<b><i>If you answered yes to...</i></b>	<b><i>Complete the following section of this form...</i></b> <i>(click the section letter below to be transported to that section)</i>
Question <b>a</b>	Section A
Question <b>b</b>	Section B
Question <b>c</b>	Section C
Question <b>d</b>	Section D
Question <b>e, f</b>	Section E

**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:

<input type="checkbox"/> Dismissed	Effective date: _____
<input type="checkbox"/> Retired	Effective date: _____
<input type="checkbox"/> Resigned	Effective date: _____
<input type="checkbox"/> Non-reelected	Effective date: _____
<input type="checkbox"/> 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:
<input type="checkbox"/> Jury trial <input type="checkbox"/> Guilty plea
<input type="checkbox"/> Court trial <input type="checkbox"/> No contest or nolo contendere plea
Sentence and conditions of probations, 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.

Provide an explanation of inquiry or investigation:

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What is the current status of the inquiry or investigation

Ongoing (when was the investigation started): \_\_\_\_\_

Completed (when): \_\_\_\_\_

Location:

---

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

---

Jurisdiction (name of court):

---

Were children involved:                      No                       Yes

If yes, indicate how:

---

---

---

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

If yes, what school and school district:

---

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

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**Section D:** Required information for yes answer to Professional Fitness Question d.

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

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


In what jurisdiction (court) are the charges pending?
Date(s) of alleged criminal conduct
Name of arresting or investigating agency:

Were children involved:	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes, indicate how:		

Did the incident(s) occur on school grounds:	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes, what school and school district:		

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


**Section E:** Required information for yes answer to Professional Fitness Question e or f.

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

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 <input type="checkbox"/> YES <input type="checkbox"/> When? _____			
Probation (provide the term)			
_____			
Other Explain:			
_____			
_____			
_____			

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

Location of misconduct:	
Were children involved:	No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes, indicate how:	
_____	
_____	
_____	



## 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!

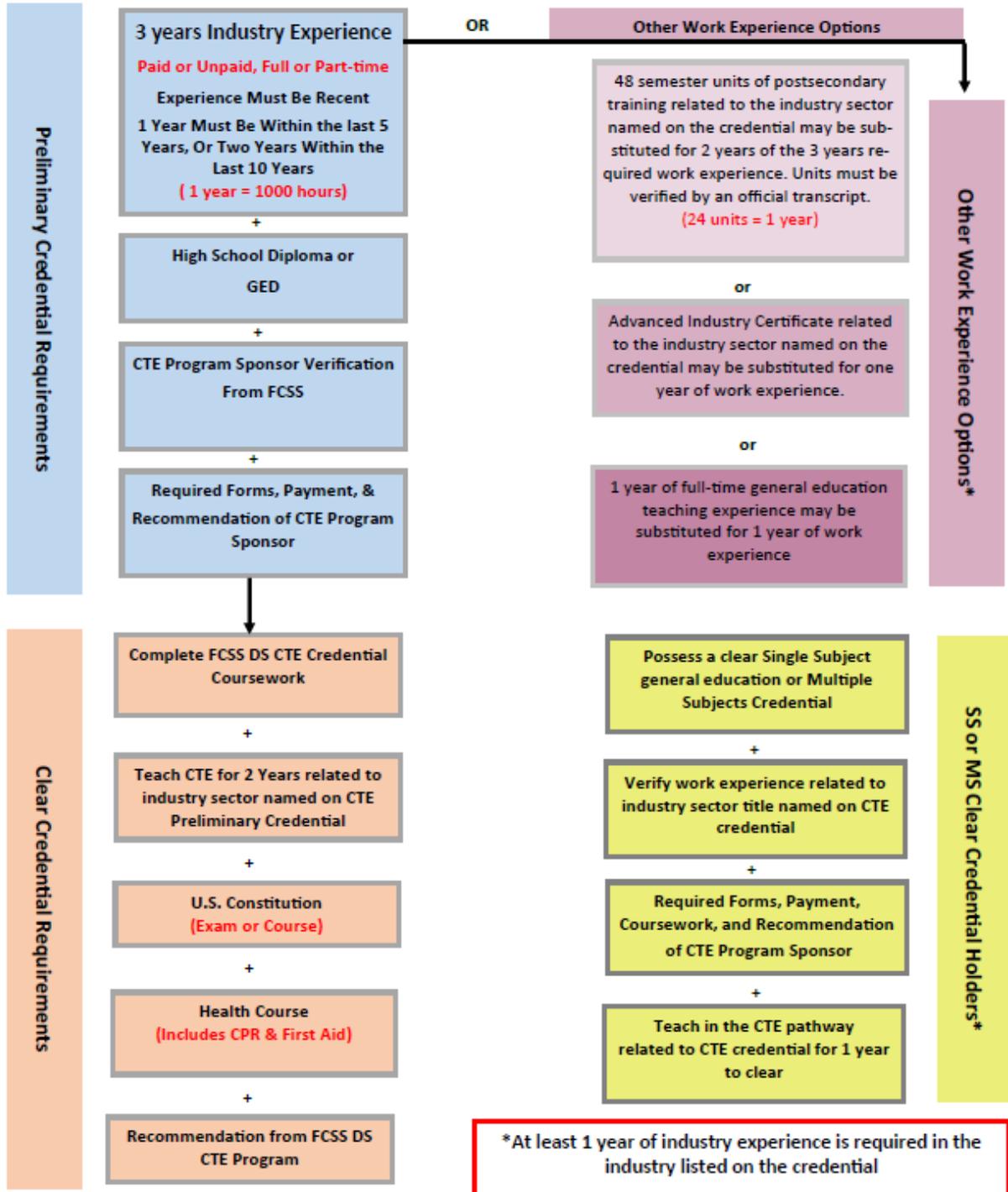
Further information regarding Live Scan instructions can be found in the CTC Information Leaflet CL-271 (05/2022) at <https://www.ctc.ca.gov/credentials/leaflets/cl271.pdf>.

Rev 03/15/2023





## DS CTE Credential Requirements for Potential CTE Teachers



**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**.

<p>(On Employer letterhead) Essential Automotive Supplies 4325 Main Street Fresno, CA 93721</p>	<p>(On Employer letterhead) ABC Computer Corporation 123 Main Street Fresno, CA 93721</p>
Date (Month/Day/Year)	Date (Month/Day/Year)
Commission on Teacher Credentialing Sacramento, CA	Commission on Teacher Credentialing Sacramento, CA
To Whom It May Concern:	To Whom It May Concern:
This letter is to verify the employment of <b>John Doe</b> , who worked for <b>Essential Automotive Company</b> as an <b>Automotive Mechanic</b> from February 6, 2005 until April 15, 2008. He was a mechanic working full-time, at least 1,000 hours per year.	This letter is to verify the employment of <b>Joanna Doe</b> , who worked for <b>ABC Corporation</b> as a <b>Computer Technician</b> from February 6, 2005 until April 15, 2008. She was a computer technician working full-time, at least 1,000 hours per year.
As an <b>Automotive Mechanic</b> , his duties were:	As a <b>Computer Technician</b> , her duties were:
<ul style="list-style-type: none"> <li>• general auto motive repair</li> <li>• diagnose defective engines</li> <li>• replace defective parts</li> <li>• tune up engines</li> <li>• replace brakes</li> </ul>	<ul style="list-style-type: none"> <li>• install applications</li> <li>• set up databases</li> <li>• set-up and use spreadsheets</li> <li>• desktop publishing</li> <li>• word processing</li> <li>• programming languages</li> </ul>
Please contact me at (310) 555-6850 if you have any questions.	Please contact me at (310) 555-6850 if you have any questions.
Sincerely,	Sincerely,
Robert Richmond (Name of Supervisor) Owner (Position/Title)	Roberta Richmond (Name of Supervisor) Manager (Position/Title)

**Sample: Work or Occupational Experience, Self-Verification**

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

- a. A **notarized self-verification** letter from you in the format below. End with the following statement: **“I certify under penalty of perjury that the contents of this letter are true and correct to the best of my knowledge.”**
- b. Five documents as back-up to your **notarized self-verification** letter, which may include:
  - Copy of tax form statement, business cards, advertising flyers, etc.
  - Current/former business license(s) or permit(s) within dates on letter.
  - Letters from former customers. The letter must state the jobs done and the length of the jobs.
  - Letters from suppliers, or other business associates (such as you accountant, lawyer), who can verify your occupation.

Name 123 Main Street Fresno, CA 93721	Name 123 Main Street Fresno, CA 93721
Date (Month/day/year)	Date (Month/day/year)
Commission on Teacher Credentialing Sacramento, CA	Commission on Teacher Credentialing Sacramento, CA
To Whom It May Concern:	To Whom It May Concern:
This letter is to verify my employment. <b>(YOUR NAME HERE)</b> , as a full-time Office Worker with <b>(NAME OF COMPANY)</b> . <b>(NAME OF COMPANY)</b> was closed and is longer in business. I worked from 2005 to 2008, full-time at least 1,000 hours per year.	This letter is to verify my employment. <b>(YOUR NAME HERE)</b> , as a full-time <b>Professional Dancer</b> . I have worked and volunteer with various organization such <b>(NAME OF COMPANIES)</b> . I worked from 2005 to 2008, full-time at least 1,000 hours per year.
As an <b>Office Worker</b> my duties were: <ul style="list-style-type: none"> <li>• Filing, customer service, answering phones</li> <li>• Data entry</li> <li>• Completing reports, memos and letters using Microsoft Word</li> <li>• Processing account payables and receivables</li> <li>• Provided other duties as necessary</li> </ul>	As a <b>Professional Dancer</b> my duties were: <ul style="list-style-type: none"> <li>• Professional dancer in Ballet, Jazz, Tap and Modern Dance</li> <li>• Choreographer developing performing arts programs</li> <li>• Assisting dancers in developing their skills</li> <li>• Preparation for performing arts plays and recitals</li> <li>• Design and create “sets” for performing arts production</li> </ul>
Please call me at xxx/xxx-xxxx should you have any further questions.	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.	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)	Sincerely, (YOUR NAME HERE)

## **SECTION III**

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

**DESIGNATED SUBJECTS (DS)**  
**CAREER TECHNICAL EDUCATION (CTE)**  
**EDUCATOR PREPARATION PROGRAM**



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

**Please print and save these pages for reference.**



Fresno County Superintendent of Schools (FCSS)  
**Designated Subjects (DS) Career Technical Education (CTE) Credential Requirements**  
 Program Overview

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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 during the first year. During the second year, employing districts will need to provide a district supervising administrator and site 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.



Fresno County Superintendent of Schools (FCSS)  
**Designated Subjects (DS) Career Technical Education (CTE) Credential Requirements**  
 Coursework

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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](mailto: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 offered online through a learning platform. Course sequence and descriptions are as follows:

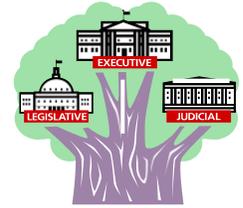
**FIRST COURSE: CTE Foundations (CTE100)** CTE Foundations is an overview of the historical foundations of career technical education up to present day practices including funding, and general knowledge needed by CTE teachers to develop as a professional CTE educators. An overview of standards, CTE methodologies, 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.

**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. 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)

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@fcoe.org](mailto:lgabriel@fcoe.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

**SUPERINTENDENT POLICY****NO. SP HR-1317**

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**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 therefrom in the same manner and under the same policies as any other temporary disability.

**DISCRIMINATION**

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

**HARASSMENT**

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

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

1. Slurs, threats or verbal abuse;
2. Derogatory or degrading comments descriptions, drawings, pictures or gestures;
3. Unwelcome jokes, stories, teasing or taunting;
4. Any other verbal written, visual or physical conduct against the pupil which:
  - a. Adversely affects his/her employment; or
  - b. Has the purpose or effect of unreasonably interfering with the pupil's ability to learn or creating an intimidating, hostile or offensive learning environment.

**SEXUAL HARASSMENT**

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

**RETALIATION 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.

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

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 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**

NO. SP HR-1317

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**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.

**SUPERINTENDENT POLICY**

**NO. SP HR-1317**  
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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

**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:

**REFERENCE HANDBOOK**

Supervisor's recommended action/resolution:

Program Supervisor Signature

Date Report Completed

Cabinet Signature

Date Received

Reviewed Initial Report

Deputy Superintendent

Date Received

Reviewed Initial Report

**Administrator Review (completed by Deputy Superintendent)**

Administrator Review:

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

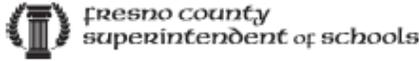
Help given (if any):

Resolution:

Deputy Superintendent Signature

Date Finalized

Finalized Resolution



Dr. Michele Cantwell-Copher  
Superintendent

## 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 insofar 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:

\_\_\_\_\_  
Pupil Signature

\_\_\_\_\_  
Date Report Completed

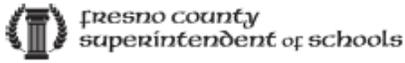
**FOR PROGRAM ADMINISTRATION USE ONLY**

\_\_\_\_\_  
Person Whom Report Was Given To Signature

\_\_\_\_\_  
Date Received

Reviewed Initial Report

Person(s) Assigned to Investigate Incident: \_\_\_\_\_



Dr. Michele Cantwell-Copher  
Superintendent

## 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

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 FRESNO COUNTY SUPERINTENDENT OF SCHOOLS  
 FRESNO COUNTY BOARD OF EDUCATION

**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,

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS  
FRESNO COUNTY BOARD OF EDUCATION

- 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

**SUPERINTENDENT AND BOARD POLICY**

**NO. 1312.3**

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FRESNO COUNTY SUPERINTENDENT OF SCHOOLS  
 FRESNO COUNTY BOARD OF EDUCATION

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)

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS  
 FRESNO COUNTY BOARD OF EDUCATION

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
- 46015 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 1-6
- 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
- 4680-4687 Williams uniform complaint procedures
- 4900-4965 Nondiscrimination in elementary and secondary education programs

United States Code, Title 20

- 1221 Application of laws
- 1232g 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

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

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/fpco>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

1312.3, 12/2021; Doc# 104613-3



Fresno County Office of Education  
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Fresno CA 93721  
Phone (559) 265-3016  
www.fcoe.casc.org

### 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