



Commission on Teacher Credentialing

651 Bannon Street, Suite 602 Sacramento, CA 95811

(916) 322-4974

www.ctc.ca.gov

Division of Licensure Enforcement

NOTIFICATION OF CREDENTIAL HOLDER'S CHANGE IN EMPLOYMENT STATUS DUE TO ALLEGATIONS OF MISCONDUCT (CALIFORNIA CODE OF REGULATIONS, TITLE 5 SECTION 80303)

SECTION 1:

Name of Credential Holder: _____

Date of Birth: _____ Last Four of SSN: _____ Incident Date(s): _____

Employment Start Date: _____ Employment End Date: _____ Date of Final Action: _____

Final Disciplinary Action: _____ Board Approval Date: _____

Current Address: _____

Position, Title, School Site: _____

Employing School District: _____ COE: _____

Contact Person: _____ Contact Number: _____

SECTION 2:

Please attach all of the following documents pursuant to Section 80303(b) - if applicable:

- Notification Form
- Cover Letter (Summary of Case)
- Notice of Intent to Dismiss/Suspend
- Statement of Charges/Accusation
- Request for a CPC Hearing and Hearing Dates
- Final Decision (District/CPC)
- Letter of Resignation or Retirement
- Board's Acceptance
- Settlement/General Release Statement
- Copy of Signed Contract
- District Investigation Report(s)
- Law Enforcement Report(s) Police/Court
- Other _____

*NOTE: Parent permission is obtained prior to interviewing students.

Written Statement(s) of:
Victim(s)
Witness(es)
Parent/Guardian(s)

Contact Information*
Name, Address, Phone Number of:
Victim(s)
Witness(es)
Parent/Guardian(s)

SECTION 3: All Other Relevant Documents:

- Copies of Emails/Text Messages
- Computer Printouts (Hard Copy)
- Correspondence with Employee
- Photographs
- Video Evidence
- Copies of Facebook, Instagram, etc.
- Other _____

Submit Reports & Supporting Documents To:

[Electronic Submission \(<https://ecsorganizations.ctc.ca.gov/Account/Login?ReturnUrl=%2F>\)](https://ecsorganizations.ctc.ca.gov/Account/Login?ReturnUrl=%2F)

***When reporting an educator, please submit one report electronically to the above referenced web address OR via US Mail to the Commission's mailing address. Duplicative reporting is not necessary.**

If you have any questions, Jeffrey Osborne can be reached at (916) 292-1932.

Ensuring Educator Excellence