



Please complete this form if you feel that the Commission on Teacher Credentialing has not provided you with adequate interpretation services and/or translated materials. Please return this form and any supporting documentation by mail to the Commission on Teacher Credentialing 651 Bannon Street, Suite 600 Attn: Executive Office, Sacramento, CA 95811 or send an email with the attached complaint form to execoffice@ctc.ca.gov.

Section A: Contact Information

Full Name (First, Last): _____

Address: (Street, City, State, Zip) _____

Phone Number: _____ Email Address: _____

Section B: Complaint Information

Date of Incident: _____ Your Primary Language: _____

Name(s) of division(s), and division staff involved, if you know:

Please provide a detailed explanation of the complaint, including language and document(s) needed, if known (attach additional sheets of paper if needed).

Please describe in detail how you and/or Commission staff attempted to resolve the problem. Please be as specific as possible (attach additional sheets of paper if needed).



Section C: Submission

Submit complaint to: Commission on Teacher Credentialing
ATTN: Executive Office
651 Bannon Street, Suite 600
Sacramento, CA 95811

Or via email: execoffice@ctc.ca.gov

Questions regarding Language Access Complaints or the process for submitting a complaint can be made to the Commission's Equal Employment Opportunity Office by emailing execoffice@ctc.ca.gov.