



ADD OR CHANGE AUTHORIZED DESIGNEE

The Authorized Designee is responsible for identifying Authorized Submitters to submit CTC Online recommendations. This form must be completed by the Appointing Authority (the Dean of an Approved Institution or Superintendent of an Authorized Agency) and emailed from his or her work email to ctconline@ctc.ca.gov with “Authorized Designee” in the Subject line.

1. APPROVED INSTITUTION OR AUTHORIZED AGENCY REQUESTOR

ORGANIZATION NAME	APPOINTING AUTHORITY LAST NAME	APPOINTING AUTHORITY FIRST NAME
APPOINTING AUTHORITY JOB TITLE	APPOINTING AUTHORITY PHONE NUMBER	APPOINTING AUTHORITY EMAIL

2. AUTHORIZED DESIGNEE REQUIRED INFORMATION

ADD, CHANGE OR REMOVE	LAST NAME	FIRST NAME	JOB TITLE	PHONE NUMBER	EMAIL	DATE OF BIRTH