

STEP BY STEP GUIDE:
Teacher Credentialing Complaint
(Education Code section 44242.5(b)(2))

What is a complaint against a teacher's credential?

If you have **firsthand knowledge** – meaning you personally saw, heard, smelled, felt, experienced – teacher misconduct directed at you or another, you may submit a complaint to Commission on Teacher Credentialing (“CTC”), Division of Professional Practices. This is *akin to* a complaint the California State Bar or Medical Board for malpractice.

What is the Commission on Teacher Credentialing?

The Commission on Teacher Credentialing establishes standards for the preparation and licensing of public school educators. The Committee of Credentials is a review committee that **evaluates the moral character and fitness of all persons who wish to teach or perform certified services in the public schools**. The Committee reviews allegations of misconduct against credential holders and applicants. If the Committee finds that probable cause exists for adverse action against a credential holder or applicant, it recommends an appropriate adverse action to the Commission.

How do I complete my Affidavit?

1. Download the blank Confidential Complaint Information Form and Affidavit from the [Commission on Teacher Credentialing](#) site
 - a. [Affidavit for Student](#)
 - b. [Affidavit for Parent](#).
2. You can submit a letter in lieu of the form, but you *must* include an affidavit:
 - a. "I certify under penalty of perjury of the laws of California that I have read the foregoing statement of facts and know its contents, and that it is true and correct."

Date _____ Signature of Complainant _____
3. Describe the conduct complained of. Please include as many details as possible so that the Committee can seriously evaluate your complaint **and rectify and/or discipline it:**
 - a. Your name,
 - b. Your mailing address,
 - c. Full name of teacher, school, position / title, DOB and SSN (if you have it).
 - d. Date, location, and circumstances surrounding the incident *that you personally saw, heard, smelled, felt, witnessed*. **These forms are submitted by the person who experienced the misconduct.** You and/or your child can submit one.

- e. Do *not* state conclusions. Be specific.
 - i. For example, state "I saw him/her drink an excessive amount of alcohol,"
"I smelled alcohol on his/her breath and he/she was walking unsteadily."
- 4. The form may be duplicated and be filled out or written by more than one person if there are multiple witnesses, but **must be verified by the signor** by signing the certification at the end of the form.
- 5. **Make a copy of the Complaint / Affidavit.**
- 6. **Mail the completed Complaint / Affidavit Certified Mail, Return Receipt Requested to:**
 - a. California Commission on Teacher Credentialing, Div. of Prof. Practices
1900 Capitol Avenue
Sacramento, CA 95811
Dominick Conde (916) 324-5678
 - b. **Note: the individual against whom the complaint is filed will receive a copy of the affidavit or witness form.**

What happens after my complaint is submitted?

- 1. The complaint will be reviewed to determine whether or not its contents are sufficient to warrant further consideration and review by the Committee of Credentials.
- 2. If sufficient, the Committee will determine the appropriate response.
- 3. Upon completion of the review, you will be advised of the Committee's response.
- 4. The investigation is confidential. Only the final decision will be made public.

Can I submit documents or photos to my Form and Affidavit?

YES. If you are attaching documents to your affidavit, please describe each document in the body of your affidavit, then attach them. For example:

“Attached and incorporated by reference is **Exhibit “A,”** a [two page letter I wrote dated DATE that I sent to NAME] or [photos of the attack] or [transcript of the call].”

REMINDER: Affidavit Statement

If you submit a letter instead of the form, you *must* include this statement at the end:

“I certify under penalty of perjury of the laws of California that I have read the foregoing statement of facts and know its contents, and that it is true and correct.”

Date _____ Signature of Complainant _____