



Orange County Department of Education Career and Technical Education Program

Grievance and Appeals Process

Should a candidate question prerequisites for program participation, program requirements, participation hours, special needs provision, anti-discrimination policy, program extension request rationale, demonstrating candidate competencies and/or denial of preliminary administrative services credential, the following process will be implemented:

- Step 1: The candidate will submit his/her concern in writing to the CTE Coordinator.
- Step 2: Following review of the concern, the CTE Coordinator will meet (by phone or in person) with the candidate to discuss the concern and attempt to resolve the presented issue(s) within two weeks.
- Step 3: In the event that a satisfactory resolution cannot be reached, the CTE Coordinator will schedule a meeting with the entire program administration team, who will review the concern, the proposed resolution, and make a final action decision regarding the grievance.
- Step 4: The decision of the Program Administration Team (CTE Coordinator, program instructor(s), Career Unit Director) will be final, and will be forwarded in writing within seven (7) days following the team meeting to the candidate.