



Commission on Teacher Credentialing

1900 Capitol Ave Sacramento, CA 95811

(916) 322-6253

Fax (916) 244-0750

<https://www.ctc.ca.gov/>

Office of the Executive Director

NOTICE TO THE PUBLIC:

Date: April 18, 2024

This notice is being issued pursuant to Government Code sections 11123.2, subdivision (o), and 11128.5.

During the Commission's regularly noticed meeting, on April 18, 2024, at 10:45 a.m., internet connectivity failed at Commission headquarters at 1900 Capitol Avenue, Sacramento, CA, 95811. Due to this failure, the Commission meeting stopped abruptly (being informally adjourned).

The Commission's regularly scheduled meeting was formally adjourned at 11:10 a.m. at Commission headquarters at 1900 Capitol Avenue, Sacramento, CA, 95811, as soon as internet connectivity was restored. The Commission meeting reconvened at 11:30 a.m. at Commission headquarters at 1900 Capitol Avenue, Sacramento, CA, 95811, and the public may rejoin the meeting by following the notice below.

The Commission on Teacher Credentialing (Commission) will conduct the public portion of its meeting at the Commission Office and via teleconference. The public may attend the General Session of the meeting at the address listed above or participate remotely through Zoom webcast or U.S. Toll-Free phone number.

Meeting Participation via Zoom Webcast

The Commission's General Session meeting will be accessible for public participation through a Zoom webcast. The following links are provided to access the webcasts on April 17-19, 2024:

- [3:30 p.m., April 17, 2024](#)
- [9:00 a.m., April 18, 2024](#)
- [8:30 a.m., April 19, 2024](#)

Meeting Participation via U.S. Toll-Free Phone Number

Individuals who do not have access to a computer may listen to the Commission's General Session meeting by dialing US Toll-Free: 1-877-853-5257 or 1-888-475-4499. The Meeting ID number for each day is listed below:

- April 17: 864 1162 4683
- April 18: 819 4007 1541
- April 19: 832 8259 1707

*Note: Individuals calling from a blocked telephone number who plan to make public comment (see below) on an agenda item must unblock their telephone number by dialing *82 prior to entering the toll-free number listed above.*

Public Comment Guidelines

Members of the public wishing to provide public comment during the discussion of an agenda item will be given the opportunity to speak during the public comment period. The Committee Chair will announce when the public comment period is open during the presentation of the agenda item and ask for anyone who wishes to comment to notify the meeting moderator as explained below.

- **Participants at the Commission Office:** Individuals who attend the meeting at the Commission office will need to submit a Request to Address the Commission card to the meeting moderator. The meeting moderator will notify the individual when it is their turn to speak. At that time, the individual will be able to approach the microphone and share their comment.
- **Participants via Zoom Webcast:** Individuals who join the meeting via the Zoom webcast will need to click on the “raise hand” icon to inform the meeting moderator that they would like to speak on the item. The meeting moderator will notify the individual when it is their turn to speak by calling their Zoom ID (name used by the member of the public when logging into the meeting). At that time, the individual will be prompted to unmute their microphone and will be able to share their comment.

Note: The Zoom ID name used by the member of the public to join the Zoom meeting will be displayed to the public when the individual provides public comment.

- **Participants via U.S. Toll-Free Phone Number:** Individuals who join the meeting via the US Toll-Free number will need to press *9 on their phone to inform the meeting moderator that they would like to speak on the item. The meeting moderator will notify the individual it is their turn to speak by calling their phone number and will allow them to unmute their telephone. At that time, the individual will be prompted to press *6 and will be able to share their comment.

Note: Only a partial phone number will be displayed to the public when the individual provides public comment.

Public comment may be limited to one-minute per speaker depending on the volume of speakers wishing to speak to a particular agenda item.

Written Comments Guidelines

The public is encouraged, but not required, to submit written comments to the Commission in advance for their prior consideration. In order to ensure Commission members have sufficient time to review all written comments, members of the public are asked, but not mandated, to [submit written comments online](#) no later than Tuesday at 5:00 pm the week of the meeting or by sending written comments to Commission on Teacher Credentialing, Attn: Executive

Office, 1900 Capitol Avenue, Sacramento, CA 95811. If you have difficulties hand-mailing or submitting your comments online, please email the Commission at execoffice@ctc.ca.gov [Mailto link. This opens in connected mail client.](#)" or call 1-866-866-8609. Individuals who are not able to submit written comments are welcome to make verbal public comment during the meeting (see above).

All times are approximate and are provided for convenience only except time specific items identified herein (i.e., Public Hearing). **The order of business within each day may be changed without notice. All items may be reordered to be heard on any day of the noticed meeting.**

Reasonable Accommodation Procedure for Meetings Subject to the Bagley-Keene Open Meeting Act

A request for reasonable accommodation may be made as follows:

1. Make the request for accommodation as soon as practicable, preferably before the meeting you wish to attend. The sooner the request is made, the more likely it is that the Commission can provide the requested accommodation or an alternative.
2. The request may be made orally or in writing. To avoid delay in the review and processing of your request, please direct your request to the attention of the staff member below, at the U.S. Toll-Free telephone number, email address, or mailing address as follows:
Staff Member: Rhonda Brown
U.S. Toll-Free Telephone Number: 1-866-866-8609
Email Address: execoffice@ctc.ca.gov [Mailto link. This opens in connected mail client.](#)"
Mailing Address: 1900 Capitol Ave, Sacramento, CA 95811
3. The request for accommodation must provide the following information:
 - a. Identify the proposed accommodation. Tell us the type of accommodation you are seeking, and how the accommodation will allow you to access and participate in the meeting.
 - b. Provide your contact information so we can respond in a timely manner. This can be a mailing address, an email address, or telephone number. Please note that if only a mailing address is provided, you need to make the request early enough that a mailed response can be timely provided.
 - c. Identify or specify the specific meeting(s), including the meeting date(s), for which you are requesting that accommodation be provided.
 - d. All materials submitted in support of a request for accommodation will be kept confidential and will not be disclosed to any third party unless required by law or with the requestor's express written permission.

The Commission's response to a request for reasonable accommodation:

1. A Commission staff member who receives a request for reasonable accommodation will respond to the request promptly and as soon as practicable. All responses to written requests will be provided in writing, if the request was made sufficiently in advance such that a written response can be transmitted in a timely manner prior to the start of the specific meeting. Responses will identify whether the accommodation is granted or whether an equally effective alternative has been granted and will provide any instructions necessary for the accommodation to be accessed. If a request is denied, the response will identify the grounds for denial.
2. The Commission shall give preference to the requested accommodation. Any doubt regarding whether a request is reasonable should be resolved in favor of accessibility. Commission staff will make reasonable efforts to communicate with requestors to obtain clarification or to discuss whether alternative accommodations are viable.

The Commission shall deny the accommodation only if it fundamentally alters the nature of the Commission's services, programs, activities, or results in undue financial and administrative burdens, or otherwise creates an undue hardship.