

# Idaho Division of Career Technical Education Nondiscrimination Program

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## Section One: Introduction

Idaho Division of Career Technical Education (IDCTE) is a recipient of federal assistance from the U.S. government. As such IDCTE, is required to comply with federal nondiscrimination laws.

As part of complying with federal nondiscrimination laws, IDCTE has established a Nondiscrimination Program. This document describes IDCTE's Nondiscrimination Program.

## Section Two: Background

### Educators

IDCTE prepares Idaho's youth and adults for high-skill, in-demand careers. We are committed to offering educators resources to advocate for, recruit students to, and enhance Idaho's career technical education at secondary and post-secondary institutions; better opportunities for professional development to help educators in the classroom; and access to professional development information to educators through our Educator Portal.

IDCTE provides information on becoming a Career Technical Educator, and for many career and technical educators teaching is a second or third career after they acquire valuable experience in their industry. Career & technical educators train as teachers in a formal college preparatory program. Others come from industry. For many career & technical educators teaching is a second or third career after they acquire valuable experience in their industry.

IDCTE provides professional development support to CTE professionals through online courses, Connect, Idaho's premiere CTE professional development conference, Pre-Service Academy which is required of all limited occupational specialists (LOS) certificate holders, InSpIRE Ready! Cohort, Leadership Institute, and many other training opportunities.

### Programs

IDCTE supports secondary and post-secondary program areas including Agriculture, Food and Natural Resources, Business and Marketing, Engineering and Technology Education, Family and Consumer Science and Human Services, Health Professions and Safety, and Trades and Industry. IDCTE serves secondary career and technical schools in Idaho, as well as pathway programs at traditional secondary high school institutions.

IDCTE serves postsecondary and adult education through six Idaho technical colleges, other higher education institutions, Transition Coordinators, Adult Education, Centers for New Directions, Workforce Training Network, WIOA Title II Grant and GED®.

IDCTE supports Career Technical Student Organizations through advising CTSO state officers, hosting and promoting Joint Student Leadership trainings and events, planning and administering state leadership conferences, and collaborating with CTSO state advisory boards. IDCTE also supports CTSOs in planning and hosting BASIC (Building and achieving success in Idaho chapters), a short conference for students to participate in team building, activities, sessions and speakers, and networking.

IDCTE oversees and supports program alignment throughout the state of Idaho among many stakeholders, career technical schools, secondary and post-secondary institutions. The ultimate goal of program alignment is to create a statewide articulation framework that will encourage more Idaho CTE students to go-on to our postsecondary CTE programs. The model and the process are intended to create technical program alignment

between secondary CTE programs (both pathways and career specialties) and first semester courses of the technical programs offered at Idaho's six state technical and community colleges.

IDCTE also administers and supports SkillStack®, a badging platform to connect educators, students, and employers in an effort to further employability skills and serve industry partner needs. SkillStack® is a microcertification platform that allows Idaho's educators to validate skills; leading to industry-relevant digital badges and/or college credit. A microcertification is a recognized credential that confirms mastery of skills or concepts.

IDCTE administers and supports Fire Service Training and testing for the state of Idaho and serves fire industry students (career and volunteer firefighters), technical college programs, and districts both urban and rural departments across the state. The Idaho Fire Service Training (FST) program is committed to partner with Idaho fire departments, fire districts, and Authorities Having Jurisdiction (AHJ's) to provide Idaho firefighters with quality training and safety practices consistent with National Fire Protection Association (NFPA) standards and current National best practices.

## Perkins V

IDCTE is the recipient of Perkins V funding and distributes those federal funds throughout the state of Idaho to qualifying sub-recipients. The Strengthening Career and Technical Education for the 21st Century Act (generally referred to as Perkins V) provides an opportunity for Career and Technical Education to help drive Idaho towards our goal of 60% of Idahoans between the ages of 25 and 34 possessing a degree or certificate by 2025, improve the occupational outlook of our students, and provide the skilled workforce Idaho employers need.

## Students

Career technical education (CTE) provides students and families relevant career training through Idaho's public schools and Idaho's six technical colleges. Every CTE program or class is aligned with careers available in Idaho. When students enroll in a CTE course, they learn by doing, and gain real-world skills that your future employers need. IDCTE collaborates with Next Steps Idaho, an initiative of the State Board of Education in partnership with Idaho's employers, and is designed to help students and families understand and pursue the many education and career opportunities available in Idaho.

IDCTE partners with technical colleges, institutions, and Transition Coordinators. Transition Coordinators help students' channel what they learned in CTE classes into appropriate technical college programs. IDCTE administers Workforce Readiness and Career Technical Education (CTE) Diplomas for career technical schools and high schools throughout Idaho. To acknowledge that CTE programs enhance students' high school experience and help prepare them for the demands of today's employers regardless of their path, the 2021 Idaho State Legislature created the Workforce Readiness and CTE Diploma.

## Employers

IDCTE is dedicated to providing employers in Idaho with a skilled talent pipeline. The value of CTE connects students to real careers; makes education meaningful through applied learning; and provides employers with a talent pipeline of highly skilled students ready to serve Idaho's businesses. Employers are critical to IDCTE's ability to prepare Idaho's youth and adults for high-skill, in-demand careers. Though Idaho's comprehensive Career Technical Education system, IDCTE leverages strategic partnerships between employers, secondary, and postsecondary education to ensure direct alignment around workforce needs.

IDCTE and Idaho Workforce Development Council partner with industry to engage in career technical education; from local-level Technical Advisory Committees (TACs) to state-level collaboration through the Idaho

Workforce Development Council (WDC) and the Idaho CTE Stakeholder Council. Each of these partnerships provide the critical collaboration required for Idaho to have a skilled and ready workforce.

## Section Three: Federal Nondiscrimination Laws

[Title VI of the Civil Rights Act of 1964](#) is the overarching civil rights law that prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.”

Nondiscrimination prohibitions have been further broadened and supplemented by related statutes, regulations and executive orders:

- [Title IX of the Education Amendments of 1972 \(Title IX\)](#), which prohibits discrimination on the basis of sex in any education or training program receiving federal financial assistance, with a limited number of defined exceptions;
- [Section 504 of the Rehabilitation Act of 1973 \(Section 504\)](#), which forbids discrimination on the basis of an individual's disability by all federal agencies and in all federally funded activities;
- [The Age Discrimination Act of 1975](#), as amended, which prohibits discrimination in federally supported activities on the basis of age.

## Section Four: IDCTE’s Nondiscrimination Program

### Overview

IDCTE is committed to ensuring that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program, activity, or service that it provides. IDCTE will not tolerate intimidation, threats, coercion, or discrimination against any individual or group. This policy establishes a framework for taking reasonable steps to ensure access to all services provided by IDCTE for all Idaho recipients and establishes procedures whereby IDCTE will receive and investigate allegations of discrimination.

In order to provide services that are responsive to the needs and priorities of Idaho’s career and technical diverse student population, it is essential to have a process in place that effectively engages the public, fully integrates their feedback, and results in decisions that are protective of human health and the environment. The goal of the IDCTE Nondiscrimination Program is to ensure all people have a meaningful role in processes associated with the delivery of IDCTE federal grant funds and services. This Nondiscrimination Program includes methods of administration and analysis that supports equity in all federal and related programs.

Based in part on federal guidance, the components of the IDCTE Nondiscrimination Program include:

- A notice of nondiscrimination under the federal nondiscrimination laws;
- Grievance procedures for complaints filed under the federal nondiscrimination laws;
- Identification of an IDCTE Nondiscrimination Program Coordinator and his/her role;
- IDCTE’s Program Policy and Grievance Procedures
- An assessment of IDCTE’s obligation to provide access to Limited English Proficiency (LEP) and disabled persons; and

- Public participation procedures.

## Notice of Nondiscrimination

What does this mean?

IDCTE will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under any of its programs, regardless of the funding source for the program. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin.

IDCTE will not tolerate intimidation, threats, coercion, or discrimination against any individual or group for the purpose of interfering with any right or privilege guaranteed under law or regulations, or because the individual has filed a complaint or has testified, assisted, or participated in any way in an investigation, proceeding, or hearing or has opposed any IDCTE action or decision.

IDCTE will take reasonable measures to provide access to IDCTE services to individuals with limited ability to speak, write, or understand English and/or to those with disabilities.

IDCTE's Nondiscrimination Program and Policy may be found here:

IDCTE Nondiscrimination Program  
Discrimination Complaint Procedures and Form

For questions, please contact us:

Federal and Related Programs Coordinator, [civilrights@cte.idaho.gov](mailto:civilrights@cte.idaho.gov),

Phone: 208-429-5500

**U.S. Mail:**

Idaho Division of Career Technical Education  
650 W. State St., Suite 324  
Boise, ID 83702-5936

## Section Five: Attachments

IDCTE Identifying Statement  
IDCTE Nondiscrimination Notice and Procedures  
IDCTE Discrimination Complaint Notes  
IDCTE Discrimination Complaint Process  
IDCTE Discrimination Form  
IDCTE Reasonable Accommodation Notice  
IDCTE Reasonable Accommodation Process

# Identifying Statement

The Idaho Division of Career Technical Education (IDCTE) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program, activity, or service that it provides.

IDCTE is a state education agency that provides leadership and coordination for programs in career technical education. Within the Division, the Federal and Related Programs unit is tasked with providing leadership and technical assistance in our federal programs. The following staff have been identified to coordinate and carry out the responsibilities for compliance with civil rights laws:

**Federal and Related Programs Coordinator:** The Federal and Related Programs Coordinator will work to support the programs offered within the Federal and Related Programs team. This position is dedicated to monitoring, measuring, evaluating, and communicating program performance, and serves as the primary point of contact for the discrimination complaints process.

**Program Director (Perkins and MOA):** This position directs uniform monitoring and risk assessment guidelines for federal grant programs and trains other staff on subrecipient monitoring. This position is also responsible for Methods of Administration (MOA) coordination, including:

- Performing annual monitoring of CTE programs in accordance with the MOA state plan.
  - Collect, review, and analyze comprehensive CTE student data and relevant district/institution publications.
  - Interview students, staff, and faculty.
  - Conduct and/or oversee facilities inspections, including coordination with the Idaho Division of Building Safety as needed.
- Generating findings and recommendations to schools and institutions that are not in compliance with federal requirements.
- Providing ongoing oversight and technical assistance to districts and institutions to ensure appropriate remedies are implemented.
- Submit required reports and planning documents to the Office for Civil Rights.

For questions, please contact:

Federal and Related Programs Coordinator, [civilrights@cte.idaho.gov](mailto:civilrights@cte.idaho.gov),

**Phone:** 208-429-5500

**U.S. mail:**

Idaho Division of Career Technical Education

650 W. State St., Suite 324

Boise, ID 83702

# Notice of Nondiscrimination

The Idaho Division of Career Technical Education (IDCTE) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program, activity, or service that it provides. IDCTE will not tolerate intimidation, threats, coercion, or discrimination against any individual or group. This policy establishes a framework for taking reasonable steps to ensure access to all services provided by IDCTE for all Idaho recipients and establishes procedures whereby IDCTE will receive and investigate allegations of discrimination.

IDCTE complies with federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on **race, color, or national origin** (including limited English proficiency).
- Section 504 of the Rehabilitation Act of 1973 (Section 504), which forbids discrimination based on an individual's **disability**.
- Title IX of the Education Amendments Act of 1972 (Title IX), which prohibits discrimination based on **sex** in any education programs or training activities.
- Age Discrimination Act of 1975, which prohibits discrimination in federally supported activities based on **age**.
- U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on **religion** in social service programs.

IDCTE is actively engaged in Title V activities as a recipient of federal funding [the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act](#) (Perkins V).

## What does this mean?

IDCTE will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under any of its programs, regardless of the funding source for the program. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin.

IDCTE will not tolerate intimidation, threats, coercion, or discrimination against any individual or group for the purpose of interfering with any right or privilege guaranteed under law or regulations, or because the individual has filed a complaint or has testified, assisted, or participated in any way in an investigation, proceeding, or hearing or has opposed any IDCTE action or decision.

IDCTE will take reasonable measures to provide access to IDCTE services to individuals with limited ability to speak, write, or understand English and/or to those with disabilities.

IDCTE's Nondiscrimination Program Plan and Policy may be found here:

- IDCTE Nondiscrimination Program Plan
- Nondiscrimination Program Policy; Grievance Procedures



## Filing a complaint

If someone believes they have suffered from discrimination under an IDCTE program, they may contact the IDCTE Federal and Related Programs Coordinator to seek informal resolution. If the matter cannot be resolved informally, the following steps will be followed:

- Within 180 days of the alleged discrimination, complainants may submit a written or verbal complaint to the Federal and Related Programs Coordinator. Complaints must include the complainant's name, the nature of the complaint, the dates of the complaint, requested action, and contact information. Complaint forms are available in English and Spanish.
- The Federal and Related Programs Coordinator will review the complaint and may solicit additional information from the complainant as needed. If additional information is requested and not received, the case may be closed. The case may also be closed if the complainant no longer wishes to pursue their case.
- If the complaint is outside the jurisdiction of IDCTE, the complainant will be notified of the name and contact information for the appropriate agency with jurisdiction, if known.

## Complaint process

If the complaint is within the jurisdiction of IDCTE, or informal resolution was not possible, it will be promptly and impartially investigated. IDCTE's goal is to address complaints within 60 days of receipt, though the time to carefully investigate complaints may be longer depending on the nature of the complaint and complexity of the issue.

### Preliminary inquiry:

IDCTE will conduct a preliminary inquiry to determine the need for further investigation.

- IDCTE will notify the complainant in writing that a preliminary inquiry is underway to determine the need for further investigation.
- If the preliminary inquiry by IDCTE indicates that an investigation is warranted, the complainant will be notified in writing and an interview will be scheduled.
- If the preliminary inquiry indicates an investigation is not warranted, the complainant will be notified in writing of the reasons why and factors considered.

### Complaint investigation:

- Complaints warranting further investigation will be promptly and impartially processed by the IDCTE Federal and Related Programs Coordinator. The results of the investigation will be provided to the IDCTE Director of Program Services for review.
- The complainant will be notified in writing of the results of the investigation and what actions will be/have been taken in response and a timeline to request review.

## Access to persons with limited English proficiency (LEP) or disability:

IDCTE will take reasonable steps to ensure access to all people, and that accommodations are available to facilitate the participation of those persons with LEP and/or disability.

IDCTE provides at no cost appropriate auxiliary aids and services to disabled persons who are deaf or hard of hearing, and other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the decision-making process. IDCTE provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.

In Idaho, Spanish is the language spoken at home in 8.3% of households.<sup>1</sup> IDCTE will ensure the availability of key materials and services in both English and Spanish, including:

- Compliance/Enforcement brochures and flyers
- Main phone line accommodations for Spanish speakers:
  - Access to Spanish speaking representatives
  - Compliance training schedule in Spanish
  - Compliant line directions in Spanish

IDCTE is also able to accommodate the needs of other LEP (non-Spanish speaking) persons by providing free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency through the State of Idaho [On-Demand and Remote Interpreting \(OPI & VRI\) and Document Translation](#).

If you need these services, please contact:

Federal and Related Programs Coordinator, [civilrights@cte.idaho.gov](mailto:civilrights@cte.idaho.gov), 208-429-5500

For questions, please contact us:

Federal and Related Programs Coordinator, [civilrights@cte.idaho.gov](mailto:civilrights@cte.idaho.gov),

**Phone:** 208-429-5500

**U.S. mail:**

Idaho Division of Career Technical Education

650 W. State St., Suite 324

Boise, ID 83702

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<sup>1</sup> United States Census Bureau, [State of Idaho Profile, 2021](#)

# Discrimination Complaint Notes

The following document outlines the basic elements for receiving and responding to complaints of discrimination from program beneficiaries (e.g., program participants, clients, customers, or consumers, etc.). This document can assist recipients in developing a complaint process for their own organization.

## Notifying program beneficiaries

The recipient should explain how it will notify clients, customers, program participants, or consumers of the recipient and any subrecipients of the basis for prohibited discrimination and the procedures for filing a discrimination complaint with the recipient and the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL). The notice should include:

- The basis for filing a complaint of discrimination, to include race, color, national origin (including language), disability, sex, age, or religion (as applicable);
- Timeframe for filing a complaint, which is no later than 180 days after the date of the alleged discrimination;
- The procedures for filing a complaint, which should include, the method(s) by which complaints can be submitted (e.g., on a specific complaint form, in a letter, in an email, in-person, over the phone, etc.), and relevant agency contact information. The notice should also advise individuals of the option to file a complaint directly with CRCL and provide the relevant contact information; and
- Information on how an individual with a disability or with limited English proficiency (LEP) can obtain information about the complaint process in alternative formats or other languages.

Recipients should consider providing notice through a variety of means, for example placing posters in recipient facilities; incorporating the notice in program materials; or providing clients, customers, program participants, or consumers with a copy of the complaint procedures. The recipient should also consider its obligations to provide the notice in alternative formats and languages to ensure accessibility for persons with disabilities and persons with LEP.

## Accepting and responding to complaints

The recipient should clearly explain its procedures for accepting and responding to discrimination complaints from clients, customers, program participants, or consumers of its program and activities, as well as those of its subrecipients' programs and activities. These procedures should include, at a minimum:

1. A designation of the recipient employee who is responsible for coordinating the series of actions described in these procedures;
2. An explanation of whether the recipient will provide the client, customer, program participant, or consumer with any written acknowledgement of the complaint, the timeline for providing the acknowledgement (e.g., within 10 days of receipt, etc.), and how the recipient will correspond with the complainant throughout the investigation;
3. An explanation of how the recipient will investigate and resolve the complaint, such as whether the recipient will conduct an internal investigation of the complaint, or whether it will refer the complaint to an appropriate external agency for investigation, such as a local or state human rights commission, or CRCL; and the timeline for investigating the complaint (e.g., within six months of receipt), or referring the complaint (e.g., within 14 days of receipt);
4. A description of how the recipient will track complaints received and the status of complaints, such as through a spreadsheet or database; and
5. An explanation of how the recipient will ensure that the complaint process is accessible for persons with disabilities and persons with LEP.

## Referring complaints

If the recipient's procedures involve referring the complaint to another agency or agencies for investigation and resolution, the recipient should clearly explain the necessary steps for making this referral and how the recipient will notify the complainant of the referral.

## Dual filings

In accepting complaints, recipients should inquire whether the individual has filed the complaint with another agency, such as CRCL, to prevent duplicative investigations. If the individual has submitted dual filings, the recipient should contact the relevant agency to determine a coordination approach.

## Subrecipient procedures

The recipient should explain how it will ensure that subrecipients have procedures in place for responding to discrimination complaints that clients, customers, program participants, or consumers of a subrecipient file directly with the subrecipient. At a minimum, these procedures should include forwarding the complaint to the primary recipient, CRCL, or another appropriate external agency, such as a local or state human rights commission; notifying the primary recipient of any discrimination complaints that the subrecipient does not refer to the primary recipient; and notifying the complainant that he or she may file a complaint of discrimination directly with the primary recipient or with CRCL.

## Contact information for filing complaints with DHS office for CRCL

- Email: [CRCLCompliance@hq.dhs.gov](mailto:CRCLCompliance@hq.dhs.gov) (fastest method to submit your complaint)
- Fax: 202-401-4708
- U.S. mail:
  - U.S. Department of Homeland Security
  - Office for Civil Rights and Civil Liberties
  - Compliance Branch
  - 245 Murray Lane, SW
  - Building 410, Mail Stop #0190
  - Washington, D.C. 20528
- Website for additional information: <https://www.dhs.gov/file-civil-rights-complaint>

# Discrimination Complaint Process

## Filing a complaint

If someone believes they have suffered from discrimination under an Idaho Division of Career Technical Education (IDCTE) program, they may contact the IDCTE Federal and Related Programs Coordinator to seek informal resolution. If the matter cannot be resolved informally, the following steps will be followed:

- Within 180 days of the alleged discrimination, complainants may submit a written or verbal complaint to the Federal and Related Programs Coordinator. Complaints must include the complainant's name, the nature of the complaint, the dates of the complaint, requested action, and contact information. Complaint forms are available in English and Spanish.
- The Federal and Related Programs Coordinator will review the complaint and may solicit additional information from the complainant as needed. If additional information is requested and not received, the case may be closed. The case may also be closed if the complainant no longer wishes to pursue their case.
- If the complaint is outside the jurisdiction of IDCTE, the complainant will be notified of the name and contact information for the appropriate agency with jurisdiction, if known.

## Complaint process

If the complaint is within the jurisdiction of IDCTE, or informal resolution was not possible, it will be promptly and impartially investigated. IDCTE's goal is to address complaints within 60 days of receipt, though the time to carefully investigate complaints may be longer depending on the nature of the complaint and complexity of the issue.

### Preliminary inquiry:

IDCTE will conduct a preliminary inquiry to determine the need for further investigation.

- IDCTE will notify the complainant in writing that a preliminary inquiry is underway to determine the need for further investigation.
- If the preliminary inquiry by IDCTE indicates that an investigation is warranted, the complainant will be notified in writing and an interview will be scheduled.
- If the preliminary inquiry indicates an investigation is not warranted, the complainant will be notified in writing of the reasons why and factors considered.

### Complaint investigation:

- Complaints warranting further investigation will be promptly and impartially processed by the IDCTE Federal and Related Programs Coordinator. The results of the investigation will be provided to the IDCTE Director of Program Services for review.
- The complainant will be notified in writing of the results of the investigation and what actions will be/have been taken in response and a timeline to request review.

## How to file a civil rights discrimination complaint

### Complaint requirements

Your complaint must:

- Be filed in writing by mail, email, or online submission, using the IDCTE Discrimination Complaint Form (<https://form.jotform.com/221445536576158>)
- Name service provider in which federal funds were involved, and describe the acts or omissions you believe violated civil rights laws or regulations.

- Be filed within 180 days of when you knew that the act or omission occurred. IDCTE may extend the 180-day period if you can show good cause.

### File a civil rights discrimination complaint online

Fill out the online form. Complete as much information as possible, including:

- Information about you, the complainant.
- Details of the complaint.
- Any additional information that might help IDCTE when reviewing your complaint.

You will electronically sign the complaint and complete the consent form. After completing the consent form you may print copy for your records.

### File a civil rights discrimination complaint by mail or email

For faster processing IDCTE strongly encourages you to use the online form to file complaints rather than filing via mail or email.

If submitting by mail, complete the Civil Rights Discrimination Complaint Form package.

Online Complaint Form: <https://form.jotform.com/221445536576158>

You may either:

Print and mail the completed complaint and consent form to:

**U.S. mail:**

Idaho Division of Career Technical Education  
ATTN: Federal and Related Programs Coordinator  
650 W. State St., Suite 324  
Boise, ID 83702-5936

Or email the completed complaint and consent forms to:

ATTN: Federal and Related Programs Coordinator  
[civilrights@cte.idaho.gov](mailto:civilrights@cte.idaho.gov)

You do not need to sign the complaint and consent forms when you submit them by email because submission by email represents your signature. (Please note that communication by unencrypted email presents a risk that personally identifiable information contained in such an email, may be intercepted by unauthorized third parties.)

### File a complaint without the Civil Rights Discrimination Complaint Form package

If you prefer, you may submit a written complaint in your own format by either:

Mail the written complaint to:

**U.S. mail:**

Idaho Division of Career Technical Education  
ATTN: Federal and Related Programs Coordinator  
650 W. State St., Suite 324  
Boise, ID 83702-5936  
Email to [civilrights@cte.idaho.gov](mailto:civilrights@cte.idaho.gov)

Be sure to include:

- Your name.
- Full address.
- Telephone numbers (include area code).
- Email address (if available).
- Name, full address and telephone number of the person, agency or organization you believe discriminated against you.
- A brief description of what happened, including how, why, and when you believe your (or someone else's) civil rights were violated.
- Any other relevant information.
- Your signature and date of complaint.
- The name of the person on whose behalf you are filing if you are filing a complaint for someone else.
- You may also include:
  - Any special accommodations for us to communicate with you about this complaint.
  - Contact information for someone who can help us reach you if we cannot reach you directly.
  - If you have filed your complaint somewhere else and where you've filed.

*Language assistance services for Office of Civil Rights (OCR) matters are available and provided free of charge. OCR services are accessible to persons with disabilities.*

# Discrimination Complaint Form

The following is needed to assist in processing your complaint. Please submit form and any additional information to:

## Idaho Division of Career Technical Education

ATTN: Federal and Related Programs Coordinator, [civilrights@cte.idaho.gov](mailto:civilrights@cte.idaho.gov)

Len B. Jordan Building

650 W. State St., Suite 324

Boise, ID 83702-5936

Phone: 208-429-5500

## Complainant's information:

Name:

Address:

City: State: ZIP:

Phone number: Alternate phone number:

## Person discriminated against (if someone other than complainant):

Name:

Address:

City: State: ZIP:

Phone number: Alternate phone number:

1. Which of the following best describes the reason you believe the discrimination took place?
  - Race/Color (Specify)
  - National origin (Specify)
  - Sex (Specify)
  - Age (Specify)
  - Disability (Specify)
2. On what date or dates did the alleged discrimination take place?
3. Describe the alleged discrimination. Explain what happened and who you believe was responsible.
4. List names and contact information of persons who may have knowledge of the alleged discrimination.
5. Have you filed this complaint with any other federal, state, or local agency, or with any federal or state court? Check all that apply.
  - Federal agency
  - Federal court
  - State agency
  - State court
  - Local agency
6. Please provide contact information for the agency or court where the complaint was filed.

Name:  
Address:  
City: State: ZIP:  
Phone number: Extension:



Please sign below.


Signature:

Date:

Link to online complaint form: <https://form.jotform.com/221445536576158>

\*You may attach any written materials or other information you think is relevant to your complaint.

Number of Attachments:



**IDAHO**  
Division of Career  
Technical Education

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### Nondiscrimination program complaint

The following is needed to assist in processing your complaint.

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**Complainant name \***

<input type="text"/>	<input type="text"/>
<small>First Name</small>	<small>Last Name</small>

**Complainant address**

<input type="text"/>	
<small>Street Address</small>	
<input type="text"/>	
<small>Street Address Line 2</small>	
<input type="text"/>	<input type="text"/>
<small>City</small>	<small>State / Province</small>
<input type="text"/>	
<small>Postal / Zip Code</small>	

**Complainant phone number \***

<input type="text"/>	-	<input type="text"/>
<small>Area Code</small>		<small>Phone Number</small>

**Complainant email address \***

<input type="text"/>
<small>example@example.com</small>

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**Person discriminated against**  
(If someone other than complainant.)

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**Person discriminated against name**

<input type="text"/>	<input type="text"/>
<small>First Name</small>	<small>Last Name</small>

**Person discriminated against address**

<input type="text"/>	
<small>Street Address</small>	
<input type="text"/>	
<small>Street Address Line 2</small>	
<input type="text"/>	<input type="text"/>
<small>City</small>	<small>State / Province</small>
<input type="text"/>	
<small>Postal / Zip Code</small>	

**Person discriminated against phone number**

<input type="text"/>	-	<input type="text"/>
<small>Area Code</small>		<small>Phone Number</small>

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# Reasonable Accommodations Notice

## Notice

Idaho Division of Career Technical Education (IDCTE) is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from IDCTE's programs, activities, and services. Individuals may request reasonable accommodations from IDCTE that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services.

To request reasonable accommodations, contact:

Federal and Related Programs Coordinator, [civilrights@cte.idaho.gov](mailto:civilrights@cte.idaho.gov),

**Phone:** 208-429-5500

**U.S. mail:**

Idaho Division of Career Technical Education

650 W. State St., Suite 324

Boise, ID 83702-5936

## Frequently asked questions (FAQs)

The following FAQs provide information on requesting reasonable accommodations in IDCTE's programs and activities.

### 1. What is a reasonable accommodation in IDCTE programs, services, or activities?

A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of IDCTE programs or activities, unless modifications of policies, practices, and procedures would fundamentally alter the nature of the program, service, or activity, or result in undue financial and administrative burdens to IDCTE.

If you are a student in a CTE program and need to request a reasonable accommodation, please work with your school staff, CTE administrator, CTE teacher, or CTE advisor.

### 2. How do I request a reasonable accommodation?

If you need a reasonable accommodation, please contact the [Federal and Related Programs Coordinator](#), (208-429-5500).

### 3. Does my request for a reasonable accommodation need to be in writing?

No, you do not need to put your request in writing. However, making a written request can be helpful documentation for ensuring that IDCTE provides the desired accommodation. In addition, you do not need to use the specific words "reasonable accommodations" when making your request.

### 4. When should I request a reasonable accommodation?

You may request a reasonable accommodation from IDCTE at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that IDCTE is able to fulfill the request for an accommodation. For certain requests, such as requests for sign language interpretation, IDCTE

requests at least two week's advance notice.

5. May someone request a reasonable accommodation on my behalf?

Yes, anyone can request a reasonable accommodation on behalf of an individual with a disability who seeks to interact with IDCTE staff or participate in its programs or activities.

6. What will IDCTE do upon receiving my request for a reasonable accommodation?

IDCTE may contact you to obtain more information about your request and to better understand your needs. In addition, IDCTE may review your request to determine:

- Whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation;
- Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- Whether providing you with the requested accommodation would fundamentally alter the nature of IDCTE's program or impose undue financial or administrative burdens on IDCTE.

In addition, in some cases, IDCTE may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made.

If IDCTE determines that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, IDCTE may deny your request. However, in the unlikely event that this occurs, IDCTE will work with you to identify an alternative accommodation that allows you to effectively participate in IDCTE programs, activities, or services.

7. May IDCTE request medical documentation from you after receiving your request for a reasonable accommodation?

No, IDCTE may not request medical documentation after receiving your request for a reasonable accommodation. IDCTE questions will be limited to understanding the barrier to your ability to participate in the program or activity in which you are interested and the nature of an accommodation that will remove this barrier.

8. May IDCTE charge you the cost of providing the reasonable accommodation?

No, you are not responsible for the cost of an auxiliary aid or service IDCTE provides to you.

9. What are some examples of reasonable accommodations?

There are many types of reasonable accommodations. Some examples of reasonable accommodations include:

- Arranging for qualified sign language interpreters.
- Providing on-site captioning.
- Producing alternate formats of print materials in braille, large print, or in an electronic format.
- Providing remote conference captioning services.
- Furnishing a temporary ramp to access the dais or other areas with one or more stairs to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.

# Reasonable Accommodations Process

## Process

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The following discusses notice and basic elements of receiving and responding to requests for reasonable accommodations from program beneficiaries (e.g., program participants, clients, customers, or consumers, etc.). This document assists in developing a reasonable accommodation process for their own organization.

*Section 504 of the Rehabilitation Act does not expressly require that IDCTE adopt a formal procedure for processing requests for reasonable accommodations, however, having a standard process can be instrumental to IDCTE in meeting their nondiscrimination obligations under the act.*

## Notifying program beneficiaries

IDCTE will notify clients, customers, program participants, or consumers of the recipient and any subrecipients of how to request reasonable accommodations. Notification will be available in print, posted at IDCTE's primary business office, incorporated in program materials, and online at IDCTE's official website, and Civil Rights Landing Page. IDCTE will also offer notification in alternative formats and languages to ensure accessibility for persons with disabilities and persons with limited English proficiency.

## Accepting and responding to requests for reasonable accommodations

IDCTE maintains a standard process for accepting and responding to requests for reasonable accommodations from clients, customers, program participants, or consumers of its programs and activities.

To be effective, IDCTE will consider including the following basic elements:

1. A designation of IDCTE's employee or office responsible for coordinating reasonable accommodation requests and provision of contact information for submitting the request to that employee or office: Federal and Related Programs Coordinator, [civilrights@cte.idaho.gov](mailto:civilrights@cte.idaho.gov)
2. An explanation of the process for receipt and review of reasonable accommodations requests, including:
  - a. Notice to members of the public about requesting reasonable accommodations;
  - b. Any forms for program beneficiaries to request reasonable accommodations;
  - c. A description of the process for determining whether to provide a requested accommodation, including consulting with the individual requesting the accommodation in an interactive process to determine what, if any, accommodation the recipient should provide;
  - d. Timeframes for responding and/or providing reasonable accommodations; and
  - e. Provisions for providing interim accommodation if a requested accommodation cannot be provided immediately.
3. Information on IDCTE's resources for obtaining the reasonable accommodation to be provided, such as how they will plan for sign language interpreters.
4. Information on how IDCTE will maintain the confidentiality of and appropriately secure any personally identifiable information (PII) in the request for reasonable accommodations to ensure that only those IDCTE employees with a need to know have the information.

Information on how IDCTE will provide the approved reasonable accommodation in future or ongoing interactions with the beneficiary.

## Monitoring the provision of reasonable accommodations

1. IDCTE will have a record keeping system in place so they can monitor:
  - a. The number and type of requests for reasonable accommodations received in a designated period (e.g., annually);
  - b. The number of such requests that were denied and reason(s) for denial;
  - c. The number and type of alternate accommodations, if any, that were provided; and
  - d. A summary of circumstances regarding any denials based upon a determination of fundamental alteration or undue burden to IDCTE.

NOTE: The Department of Homeland Security encourages IDCTE not to collect or retain records that contain PII. The purpose of the records is to track IDCTE's reasonable accommodation practices. Any system of records should conform to IDCTE's existing requirements and guidelines on record-keeping.

For more information, contact:

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