

The Connecticut Technical Education and Career System (CTECS)

Adult Student Complaint Process

The CTECS has several policies and procedures in place for responding to adult student complaints regarding post-secondary programs:

Personal Injury:

The CTECS is operated by the State Board of Education and is an administrative unit within the State Department of Education. If someone is injured and wishes to file a claim against the CTECS, he or she must file a claim with the Office of the Claims Commissioner. To file a claim, directions and necessary forms may be obtained directly from <http://www.occ.ct.gov>.

Office of the Claims Commissioner
165 Capitol Avenue, Suite 123
Hartford, CT 06106
Phone: 860-713-5501
Fax: 860-713-7435
Email: Claims.Commissioner@ct.gov

Climate concerns on and off campus:

Students are encouraged to report bullying, discrimination or harassment to any faculty member or administrator and may request anonymity. Sexual harassment, bullying, or discrimination by conduct, gesture, verbal statement, and/or electronic communication, student to student, or student to staff, or staff to student may be reported.

Discrimination:

The CTECS does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Complaints regarding the Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie 860-807-2017 or Levy.Gillespie@ct.gov, or

Office of Civil Rights, U.S. Department of Education,
8th Floor,
5 Post Office
Square, Boston, MA 02109-3921
Telephone number: (617) 289-0111
Email: OCR.Boston@ed.gov

Other Concerns:

Concerns regarding a staff member's actions should be reported to the principal. The principal reviews the complaint to determine how to proceed with this information. All other complaints, such as financial concerns, equipment issues, or staff/ teacher issues, should be submitted in writing to:

CTECS Superintendent
39 Woodland St
Hartford, CT 06105