

**OFFICE OF ADMINISTRATIVE HEARINGS  
STATE OF CALIFORNIA  
SPECIAL EDUCATION DIVISION**

## **APPLICATION FOR SPECIAL EDUCATION DIVISION'S ADVISORY COMMITTEE**

The Office of Administrative Hearings, also referred to as "OAH," has established an Advisory Committee selected from persons who express an interest in serving on the Committee. (Ed. Code, § 56504.5, subd. (c)(8); Cal. Code Regs., tit. 5, § 3094; Interagency Agreement between the California Department of Education and the Office of Administrative Hearings.) The Advisory Committee is composed of parents, advocates, attorneys, and school employees among other interested persons.

### **Purpose**

The Advisory Committee was established to assist the Office of Administrative Hearings by providing non-binding recommendations for improvements to the special education hearing and mediation processes.

### **Composition**

The Advisory Committee is composed of two regions, the Southern California region and the Northern California region. The Committee has five members in each region. At least three members in each region must be parents or those who represent parents and students. The remaining members in each region will be comprised of others interested in serving on the Advisory Committee.

### **Term of Service**

Each member selected to serve on the Advisory Committee shall be appointed to a two-year term. A member interested in serving more than one term must reapply the spring of the second year of the member's term. There is no limit to how many terms a member may serve, however no one may serve more than two consecutive terms.

## **Expectations of Service**

Membership on the Advisory Committee is voluntary. Each member is expected to fully participate and attend every meeting. If a member is unable to attend a meeting, the member should contact SE Operations at 916-0880, or at [OAHSEOPs@dgs.ca.gov](mailto:OAHSEOPs@dgs.ca.gov).

## **Removal from Advisory Committee**

If a member fails to attend two meetings, the Office of Administrative Hearings may remove the member and appoint a replacement member to complete the term. The replacement member will be selected to maintain the requirement that the Advisory Committee be composed of a majority of parents, advocates for parents, or attorneys for parents. When selecting a replacement member, the Office of Administrative Hearings shall consider the applicants who applied during the prior spring.

## **Meetings**

Advisory Committee meetings are held twice a year. The meeting is held on the same day in each region in the fall and spring. The fall meeting is held on the third Friday of October and the spring meeting is held on the third Friday of June. Advisory Committee members are expected to attend every meeting and may be consulted between meetings.

All meetings are open to the public and a period of public comment will be included at each meeting. Barring technical difficulties, members may attend the meeting at one of the four OAH offices and the meeting locations will be joined via video conference.

## **Application Process**

If you wish to be a member of the Advisory Committee, please complete and return to OAH during an announced application period the application along with a one-page statement of interest describing your experience and interest in the Committee. Failure to

submit a complete application or statement of interest may result in the application not being considered. OAH will announce the opening of an application period on OAH's Advisory Committee webpage, on the featured news items on OAH's home page, as well as send out an announcement to all who have requested that their names be added to OAH's Special Education Division's List Serve. To access the Advisory Committee webpage either click on [Advisory Committee Webpage](#) or go to the following URL:

<https://www.dgs.ca.gov/OAH/Case-Types/Special-Education/Services/Page-Content/Special-Education-Services-List-Folder/Access-Special-Education-Advisory-Committee-Meeting-Information>.

## **Selection Process**

Selection of the Advisory Committee members is at the discretion of the Office of Administrative Hearings. Members will be selected based on their role in the special education process (e.g., parent, attorney for parents and students, district representative, etc.) and stated interest for serving on the Advisory Committee.

## **How to Submit this Application**

The completed application and one-page statement of interest may be returned to OAH either electronically or via US Mail at the addresses below.

### **ADDRESS TO SUBMIT APPLICATION VIA EMAIL**

To submit via email, send to SE Operations at [OAHSEOPs@dgs.ca.gov](mailto:OAHSEOPs@dgs.ca.gov).

### **ADDRESS TO SUBMIT APPLICATION VIA U.S. MAIL**

Office of Administrative Hearings  
2349 Gateway Oaks Drive, Suite 200  
Sacramento, CA 95833

**OFFICE OF ADMINISTRATIVE HEARINGS  
STATE OF CALIFORNIA  
SPECIAL EDUCATION DIVISION**

**APPLICATION TO SERVE ON THE SPECIAL EDUCATION  
DIVISION'S ADVISORY COMMITTEE**

**Applicant's Information**

**APPLICANT'S ROLE:** Please state the applicant's role in the space below. The applicant's role may be Parent, Student, Student Advocate, Attorney for Students, Attorney for Districts, District Employee, or Other. If Other, please describe the role in the space below.

**APPLICANT'S FIRST AND LAST NAME:**

**APPLICANT'S TITLE:**

**APPLICANT'S ADDRESS, INCLUDING THE STREET ADDRESS, CITY AND ZIP CODE:**

**APPLICANT'S EMPLOYER:**

**APPLICANT'S EMAIL ADDRESS AND PHONE NUMBER:**

**SIGNATURE OF PERSON COMPLETING THIS APPLICATION**

The person completing this application must sign in the space below and write the date of the signature next to the signature. This may be signed in ink or electronically.

By typing your name below, you are agreeing that you have electronically signed this form on the date provided below.

Signature:

Date:

**SPECIAL EDUCATION DIVISION  
OFFICE OF ADMINISTRATIVE HEARINGS  
STATE OF CALIFORNIA**

**PRIVACY NOTICE**

This notice is provided pursuant to the Information Practices Act of 1977 (Civil Code, Section 1798 et seq.).

The Individuals with Disabilities Education Act (42 U.S.C. Section 1415(b)(7)(A) and (c)(2)) requires the disclosure of personally identifiable information to the Office of Administrative Hearings.

All information and records submitted to OAH may be subject to disclosure in accordance with the California Public Records Act (Government Code, Section 7920.000 et seq.), and other applicable authority unless expressly prohibited by law.

Proceedings before OAH and records held by OAH are public unless otherwise provided by statute (Government Code, Section 11425.20). For example, the Family Educational Rights and Privacy Act (FERPA 20 United States Code Section 1232(g)) and Health Insurance Portability and Accountability Act (HIPAA 42 U.S.C. Section 1320 d) recognizes privacy rights to educational and health records in certain limited circumstances. It is the obligation of the parties to determine if case filings or proceedings require privacy protections. OAH cannot provide legal advice.

The Information Practices Act requires OAH to provide notice to individuals who submit personal information to OAH.

- 1) This notice does not apply to information provided by an agency or to routine contact information collected by OAH for the purpose of identification or communication regarding the case.

- 2) To the extent this form seeks information about a need for accommodation, OAH requests the information for the sole purpose of making a determination about the accommodation an individual is seeking. An individual seeking an accommodation is not required to use this form; it is provided as a convenience only. OAH can request this information in accordance with the Americans with Disabilities Act (42 United State Code Section 12101 et seq.).
- 3) Requests for Public Records or information maintained in accordance with the Information Practices Act shall be directed to the OAH Public Records Officer, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833, (916) 263-0550, or [OAHPRA@dgs.ca.gov](mailto:OAHPRA@dgs.ca.gov).