**Sample Annual Notice**

College does not discriminate on the basis of race, color, national origin, sex, or disability in both employment and educational opportunities, including career and technical educational (CTE) opportunities. CTE courses/program offerings and admission criteria are detailed within this document on page ##. Additional information is available on our web site, [www.college.edu/cte](http://www.college.edu/cte). \**The lack of English language skills will not be a barrier to admission and participation in CTE programs.* Inquiries regarding this nondiscrimination policy may be directed to: Name and Title, Address, Phone number, *E-mail.* Inquiries may also be made directly to the U.S. Department of Education, Office for Civil Rights: Citigroup Center 500 W. Madison Street, Suite 1475 , Chicago, IL 60661-4544, or (312) 730-1560, OCR.Chicago@ed.gov.

***\*Note****: If a community college district contains a population of individuals with limited English language skills, the Annual Notice must assure readers that lack of English language skills will not be a barrier to admission and participation in CTE programs.*

**Sample Continuous Notice**

College does not discriminate on the basis of race, color, national origin, sex, or disability. Inquiries regarding this nondiscrimination policy may be directed to: Name and Title, Address, Phone number, *E-mail.*