# [INSERT CTC] ADDENDUM to

Memorandum of Understanding

Between The State Board of Community and Technical Colleges

And

The Office of Administrative Hearings

THIS IS THE [INSERT CTC] (CTC) ADDENDUM to the Memorandum of Understanding (MOU) between The State board of Community and Technical Colleges (SBCTC) and the Office of Administrative Hearings (OAH) (individually a “Party” and collectively the “Parties”), dated March 31, 2021.

**WHEREAS**, the Parties entered into an MOU for the purpose of presiding over Title IX hearings and other college proceedings, and to delineate the duties and responsibilities of each Party and the CTC for the provision of these services, and

**WHEREAS**, Page 1 of the MOU provides that OAH and CTCs that will be subject to the MOU will execute a separate Addendum incorporating by reference the terms of the MOU, and setting out additional CTC-specific program requirements,

**NOW THEREFORE [INSERT CTC] AND OAH HEREBY AGREE** to the following terms and conditions:

1. **MOU** CTC and OAH will comply with the MOU, which is incorporated herein by reference, in its entirety.
2. **Program** OAH will assign ALJs to preside over proceedings as follows: [insert particulars]
3. **Agreement Manager** Names and contact information for all communication and billing between OAH and CTC regarding the performance of the MOU and this Addendum are: [insert names and contact information].

**IN WITNESS WHEREOF**, this **ADDENDUM** to the **MOU** is executed by the persons signing below who warrant that they have authority to execute this AMENDMENT.

**STATE OF WASHINGTON STATE OF WASHINGTON**

**OFFICE OF ADMINISTRATIVE HEARINGS [CTC]**

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Lorraine Lee [Name]

Chief Administrative Law Judge [Title]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_