

Career-Technical Education Teacher Licensure Override Request Process

2018-2019 CTE teacher licensure override requests are being accepted through April 19, 2019. Override requests should be submitted in Microsoft Excel format to Kelsey.Stephens@education.ohio.gov. Please contact Kelsey if you have questions.

Districts may submit override requests only for CTE teachers and courses who appear on the Teacher Licensure Course Status (TLCS) or CTE Staff Error Detail (CTEA-003) reports, but have received certification for Project Lead the Way (PLTW), Middle School Validation (VM), or Southern Regional Education Board (SREB) certification. Project Lead the Way Information Technology certification is not considered proper certification to teach Information Technology pathway courses in Ohio. Project Lead the Way IT override requests will not be approved.

Districts are asked to complete the CTE Teacher Licensure Override Template. A row must be completed for each section (Local Classroom Code) of a course taught by the teacher that is generating an error. Data provided in the spreadsheet, including Local Classroom Codes, must appear exactly as reported in EMIS. Requests that do not match data reported to EMIS will require resubmission and cause delays in research and approvals. The CTE Teacher Licensure Override Template can be found on the Department's Career-Technical Education Data and Accountability webpage:

<http://education.ohio.gov/Topics/Career-Tech/CTE-Performance-Data-and-Accountability>

All course data provided by the district will be checked against the Course Master Record in EMIS and the FY19 CTE Program Matrix. To avoid delays, please verify that all the information is complete and accurate before submitting the override template.

Please be aware that not all override requests may be approved. Override requests will be reviewed by the Office of Career Tech on a case-by-case basis, and only override requests related to teacher licensure will be considered. Override requests related to CTE-26 approvals, staff hours or staff appointment/status will not be considered. Please review your district's reports and only submit requests for teachers and courses that are currently flagged for licensure.

Teachers with approved overrides will remain on the Licensure Course Status Report. Approved overrides will be reflected in the CTE Approved Overrides Report in the Data Collector.