



## **Career-Technical Education Special COVID-related Override Request Process**

Career-Technical Education is accepting Covid-19 related override requests for teacher certification errors SF0002, SF0003 or SF0005 for the 2020-2021 school year through April 23, 2021. If you have an EMIS error due to an unexpected change in staff or other scenarios related to Covid-19, you may submit an override request by submitting [the 2021 Covid-19 CTE Override Request Template](#) . By submitting the Covid-19 override request document you are verifying that the request was directly caused by a Covid-19 issue. In order to maintain privacy, please and do not submit any additional information that is not requested from the template. Keep any records related to this override on file at the school. If your request is *not* related to Covid-19, please use the [2021 CTE Override Request Template](#).

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. 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. 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.

Covid-19 related override requests will be reviewed by the Office of Career Tech on a case-by-case basis. Please review your district's *CTE Staff Error Detail Report* and only submit requests for teachers and courses that are currently flagged for licensure. Override requests should be submitted in Microsoft Excel format to [CTETeacherOverride@education.ohio.gov](mailto:CTETeacherOverride@education.ohio.gov). Please send an email if you have questions.

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.