

Career-Technical Education Teacher Licensure Override Request Process

CTE teacher licensure override requests are being accepted through **April 30, 2024**. Override requests should be submitted in Microsoft Excel format to CTEteacheroverride@education.ohio.gov.

Beginning in FY21, districts are no longer required to submit a CTE Teacher Licensure Override request for most teachers who have completed the Middle School Validation and/or Project Lead the Way training. The Office of Career-Tech has compiled a list of staff who have completed the Middle School Validation and/or were previously approved for an override for Project Lead the Way training and EMIS is automatically applying the CTE Staff Overrides with no request needed from districts.

CTE Teacher Licensure Overrides are automatically applied when the following conditions are met: staff members are generating the SF0002 result code on the CTE Staff Error Detail Report, the Office of Career-Tech has record of the staff member having completed the Middle School Validation and/or as previously approved for a PLTW override, staff member has a license eligible for a CTE Teacher Override, as determined by the Office of CTE, and the course has a curriculum code of VM for Middle School Validation, or is a PLTW subject code with a curriculum code of VT.

It is possible that not all staff who have completed the Middle School Validation or PLTW training will be captured initially. In addition, any staff who completed the PLTW training within the last year or are newly employed will not be captured in the automation. Please review your district's CTE Staff Error Detail (CTEA-003) and CTE Approved Override (CTEA-006) Reports in detail throughout the year.

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. Specific override information may be found in the [Guide for Licensing Candidates in Career-Technical Education](#).

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.

All course data provided by the district will be checked against the Course Master Record in EMIS and the FY24 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.