



Exemption Requests may be submitted for a program if a) the teacher is not appropriately certified, b) the program has no concentrators after 4 years, or c) the program has no placements after 4 years. Exemption requests may be submitted only once per program/teacher per district in a rolling five-year period.

For teacher certification requests, teachers have until May 1st of the school year to become appropriately certified. Courses taught by improperly certified teachers will not be funded unless an exemption request is submitted and approved.

CTE Accountability will review submitted exemption requests periodically throughout the school year but will not approve/reject until after May 1st. LEAs should submit exemption requests as soon as possible after submitting enrollment to ensure that the request is reviewed.

Yes	No	Checklist Item
<input type="checkbox"/>	<input type="checkbox"/>	Is the request needed? <ul style="list-style-type: none">• Has the teacher received the necessary certification since the request was submitted?• Is the program still within the four-year grace period?• Is the request for a valid reason?
<input type="checkbox"/>	<input type="checkbox"/>	Has the requestor indicated progress towards resolving the issues that warranted the request? <ul style="list-style-type: none">• If no, is this the last year that the teacher will be teaching this program? Is this the last year for the program?
<input type="checkbox"/>	<input type="checkbox"/>	Is this the first time that the requesting LEA has submitted an exemption request for this teacher/program?
<input type="checkbox"/>	<input type="checkbox"/>	Are there no extenuating circumstances that indicate that this request should be rejected or sent back?

If “Yes” can be checked for all items, then the request shall be approved. If “No” is checked for any item, then the request shall be rejected or submitted for upstream approval.

CTE Accountability shall insert a comment into all requests regardless of status/decision indicating why that decision was made.