

**CP Error Message: Employee must first be submitted for Certified Employee (DOE-CE) before a Certified Position (DOE-CP) record can be accepted.**

1. Verify that the employee has been included in a Certified Employee (CE) submission.
2. Check the Corporation ID in the first field of the employee's CP record. It needs to match the Corporation that submitted the CE record.

A. If another corporation (not your corporation) holds the contract for this individual, then *that corporation* (not yours) has to submit the employee on their CE report before you will be able to submit the individual on your CP (and you will need to enter *their Corp ID* in Field 1).

For example, if a special education teacher is sent from a Co-op to your school.

- The Cooperative's Central Office submits the CE record;
- Your Corporation does not submit a CE record; and,
- Your Corporation submits the CP record with the Cooperative's Corp ID in Field 1 since they are the corporation that holds the contract.

Independent Nonpublic Schools: Non-Public schools that do not fall under a Catholic Diocese or the Lutheran Schools of Indiana, Field 1 in both the CE and CP must be your School ID.