

CTEIS Frequently Asked Questions



Follow-Up

Questions regarding Follow-Up Preparation	
Q: Can survey forms be created into a fillable PDF?	A: Yes they can; however, neither the State nor the Survey Support Center will be providing fillable PDFs for the Follow-Up survey.
Q: What labels are used for the mailing or folder label options?	A: Use Avery 1560 labels when printing. See your Instruction Guide for print properties.
Q: Can I use the comments section at the end of the Follow-Up survey to tell the State something?	A: The comments section should not be used by schools to give the State feedback or communicate with us. It is best if schools contact the CTEIS help desk or the Follow-Up monitor at the State directly with questions, feedback, or suggestions.
Questions regarding Part A: "Current Status"	
<i>Survey Question 1. "Are you going to school? Working? F. Other: "</i>	
Q: How do I code a student who is laid off but not on a seasonal layoff?	A: Students are considered unemployed if the reply to items 1c, 1d and 1e is "No." If they happen to mention their status is any of the categories under f, then that coding is used. In the case of an indefinite layoff, the interviewer would answer 1c-e as "No," then ask Q2 and go to Part B if in school, and then go to Part D whether in school or not.
<i>Survey Question 2. "Did you receive State or industry recognized licensure or certification after completing this CTE program of study?"</i>	
Q: Does it matter if it was received while still in school or if the student had to wait until he turned 18 to receive it?	A: It does not matter when the licensure or certification was received.
Questions regarding Part B: "School/Training"	
<i>Survey Question 4. "Where are you going to school?"</i>	
Q: Why are all Michigan colleges not found on the list of colleges?	A: Some colleges, such as Kettering, Baker or Hope, are private schools and therefore not listed.
Q: Are all "out of state" schools considered "Other?"	A: Yes.

<p>Q: What is the definition of a business school? If a student is taking business courses at a school, does that make it a business school?</p>	<p>A: A training program or university-level institution that provides the trainee with business skills, teaching topics such as accounting, administration, finance, information systems, marketing, organizational behavior, public relations, strategy, and human resource management.</p> <p>If the respondent names a school that is a public college shown in the drop-down box for community colleges or colleges/universities, use that response.</p>
<p>Survey Question 5. “What type of program are you in?”</p>	
<p>Q: If a student is currently in an Associates program in college but is planning on taking a Bachelors program afterwards, how do I accurately enter the response?</p>	<p>A: As an Associate. Today, at the time of the question, they are in an Associates program. The Bachelor is their PLAN, but they are, right now, officially in an Associates program. The question asks what their program is, not their plan.</p>
<p>Q: What if the student doesn’t think she is in a program?</p>	<p>A: The student is in a program, even if it is “general studies” or a “transfer” program.</p>
<p>Questions regarding Part C: “Employment”</p>	
<p>Survey Question 6. “On your job, how much would you say you’re using the skills you were taught?”</p>	
<p>Q: If a student has more than one job, how do I accurately enter the response?</p>	<p>A: Average all the jobs. This is a question about using CTE skills at any time while working regardless of the number and type of jobs the student carries.</p>
<p>Survey Question 9. “Including tips and commissions, how much do you make an hour?”</p>	
<p>Q: If a student receives room and board, is that calculated as part of the wage?</p>	<p>A: Room and board is not included as pay. For example, if a student is a Resident Assistant (RA) for a university and receives room and board, this cannot be counted as pay. Basically, if a type of pay is not on the INCLUDE list, it is safe to exclude. Please refer to Attachment C: Include or Exclude from Pay for the complete list.</p>