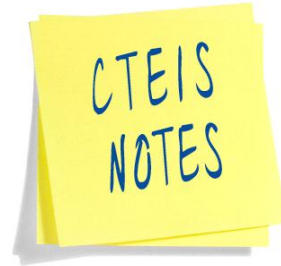


FOLLOW-UP REPORT TRAINING INFORMATION

FOLLOW-UP DUE DATES:

Report due to CEPD: April 30, 2012

Report due to OCTE: May 7, 2012



DESCRIPTION:

The Follow-Up Report is the survey of program completers and their continued use of CTE program skills. This survey is done by phone, email and/or mail. Follow-Up Training opportunities will offer 6 classroom events and 3 webinars, along with an online video available anytime.

Presentation: The morning will include instruction on how to conduct your survey as well as how to complete your report. Both presentation and hands-on learning will be utilized.

- Classroom participants will be provided with handouts and manuals on training day.
- Webinar participants will receive the handouts and manuals via email.

Workshop Sessions: The remainder of the day is a workshop session which you can use to practice the process or to prepare materials. Attendees of the workshop session are encouraged to bring work materials, as it can be advantageous to work on your tasks at the training center.

Please come to class prepared with the following:

- Your MEIS Account username and password.
If you don't have one, create one on the Internet at: <https://cepi.state.mi.us/meispublic>
- Be able to login to CTEIS with your MEIS Account username and password.
If you are not sure if you can, try to login here: <http://www.cteis.com>
If you are sure you have a valid MEIS account, but can NOT login to CTEIS, contact your Fiscal Agent or Level 5 Authorized Official.

TRAINING DAY AGENDA:

Presentation from 9:00 AM to 12:00 PM

Workshop Session from 1:00 PM to 3:00 PM

TRAINING CALENDAR:

Date	Location
2/01/2012	Jackson ISD
2/02/2012	Livingston ESA
2/07/2012	☞ Webinar
2/08/2012	Kent ISD
2/09/2012	Berrien RESA
2/14/2012	☞ Webinar
2/15/2012	Monroe ISD
2/16/2012	Macomb ISD
2/21/2012	☞ Webinar