

# CTEIS

## REVIEW AND SUBMISSION Of the 4301 Report



PTD Technology  
CEPD Administrator

## Instructions

### 4.0



# REVIEW AND SUBMISSION OF THE 4301 REPORT

## CEPD ADMINISTRATOR

### INSTRUCTIONS

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In the web-based Career and Technical Education Information System (CTEIS), the workflow process follows a four-step process to ensure data is complete and reports are submitted and reviewed by the appropriate entity at the appropriate time. CTEIS reporters representing Buildings hosting CTE programs compile verify and enter the required information into the CTEIS System. They will then indicate that their report is complete. The appropriate Level 5 individual from the appropriate Fiscal Agency will be notified by email that the reports are complete. The Fiscal Agency representative will review the completed reports and submit them when satisfied. At this point, the CEPD Administrator will be notified by email. The CEPD Administrator is expected to review the report, and when satisfied, release the report to the Office of Career and Technical Education (OCTE). OCTE will then acknowledge and compile the reports. This whole process is conducted within the CTEIS system.

This document discusses the process for the CEPD Administrator.

#### CEPD ADMINISTRATOR REVIEW

When the authorized official for each Fiscal Agency in your CEPD submits a report, CTEIS will automatically generate an email to you notifying you that the report for that building has been submitted and is ready for your review.

#### To Complete the CEPD Administrator Review

Login to [www.CTEIS.com](http://www.CTEIS.com) using your MEIS username and password.



MEIS User Name	<input type="text"/>
MEIS Password	<input type="password"/>
	<input type="button" value="Log In"/>

Figure 1

You will see the following Menu Selection:



Figure 2

To review the reports that have been submitted for your CEPD, click **CEPD Admin.** on the main top menu, and then choose **CEPD 4301 Report Submission.** This will take you to the CEPD Administrator review page for the 4301 Report. The section titled “List of Buildings for Report” lists all buildings in your CEPD and the report status of each building. See example below:

List of Buildings for Report									
Enrollment Report	CEPD#	FA#	FA Name	OA#	Bldg. No.	Building	Bldg. Status	FA Stat.	CEPD Stat.
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01044	Eastern High School	X	X	<a href="#">Submit</a>
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01166	Everett High School			
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01865	J.W. Sex'ton High School	X		

Figure 3

This list also shows the Fiscal Agency and building name and number. An “X” under the **Bldg. Status** (Building Status) column indicates buildings with completed reports. An “X” must also appear under the **FA Stat.** (Fiscal Agency Status) column to indicate that the Fiscal Agency authorized official has submitted the report and that it is ready for review by the CEPD Administrator. After the CEPD Administrator review is complete, an “X” will appear under the column marked **CEPD Stat.**

### Enrollment Report

You may review the enrollment report for a building at any time. This report will list all students reported as enrolled on the 4483D, grouped by program, and then broken down by grade, gender, and ethnicity. To generate this report click on the [Enr Rpt](#) link (see Figure 4) in the data grid and the report will open. Example of this report in Figure 5.

Michigan Department of Education Office of Career and Technical Education Enrollment counts															
CEPD: 31		For School Year: 2009-2010													
Fiscal Agency: Lansing Public School District															
Oper. Agency: Lansing Public School District															
Oper. Bldg. Eastern High School															
CIP Code: 19.0000 PSN: 11446 Program Name: Family & Consumer Sciences															
Grade	Total	Am. Ind.		Asian		Black		Hispanic		White		Pac. Isl.		Multi Rac.	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
12	9	0	0	0	0	0	0	0	0	2	7	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CIP Total		9	0	0	0	0	0	0	0	2	7	0	0	0	0

Figure 4

If you have questions about the report contact the agency that completed and submitted the report for clarification. If the report requires revision, contact the Fiscal Agency and request that the report be revised as required. Questions about reports may also be directed to the Office of Career and Technical Education at 517-373-3373.

When you are satisfied that the report is complete and accurate, indicate that your review is complete by clicking the Submit link to the right of the building name.

List of Buildings for Report									
Enrollment Report	CEPD#	FA#	FA Name	OA#	Bldg. No.	Building	Bldg. Status	FA Stat.	CEPD Stat.
<a href="#">Enr Rpt</a>	31	33000	Ingham ISD	33000	06142	Capital Area Career Center			
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01044	Eastern High School	X	X	<a href="#">Submit</a>

Figure 5

Click to submit 4301 Report

When you do, you will note that the building list will now show an "X" under the **CEPD Stat.** (CEPD Status) column on the 4301 Reports Approval page, indicating that the CEPD Administrator has completed the review of the report for this building. The "X" under the **Bldg. Status** (Building Status) column only indicates buildings that have completed their reports, but the reports have not been submitted by the Fiscal Agency authorized official. The "X" under the **FA Stat.** (Fiscal Agency Status) column indicates that the Fiscal Agency has submitted the report.

List of Buildings for Report									
Enrollment Report	CEPD#	FA#	FA Name	OA#	Bldg. No.	Building	Bldg. Status	FA Stat.	CEPD Stat.
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01044	Eastern High School	X	X	X
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01166	Everett High School			
<a href="#">Enr Rpt</a>	31	33020	Lansing Public School District	33020	01865	J.W. Sex'ton High School	X		

Figure 6

Once a report has been completed for a building, submitted by the Fiscal Agency authorized official, and the CEPD Administrator review is complete, the report will be reviewed and accepted by the Office of Career and Technical Education.

**NOTE:** *The Final 4301 Report and Follow Up list will not be available until all districts have turned in their 4301 data.*

IF YOU HAVE QUESTIONS REGARDING THE 4301 REPORT, PLEASE

CONTACT CYNTHIA MCFALL AT [MCFALLC1@MICHIGAN.GOV](mailto:MCFALLC1@MICHIGAN.GOV)

OR 517-335-3149.

REQUESTS FOR TECHNICAL ASSISTANCE WITH CTEIS MAY BE DIRECTED

TO THE CTEIS HELPDESK AT [CTEIS.HELP@PTDTECHNOLOGY.COM](mailto:CTEIS.HELP@PTDTECHNOLOGY.COM)

OR 1-800-203-0614 X 128.

GENERAL QUESTIONS REGARDING CTEIS AND THE REPORT SUBMISSION

AND REVIEW PROCESS MAY BE DIRECTED TO THE OFFICE OF CAREER AND

TECHNICAL EDUCATION AT 517-373-3373.