Fall Newsletter 2018

CTEIS Informer

Learning that works for Michigan CTE

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Training

LIVE Expenditures Training on Sept. 18 2018; watch the training space for more LIVE sessions in 2019.

Register for CTEIS training/check training schedules at: **CTEIS Training Registration and Schedule**.

Upcoming Fall Training

New User Orientation (Sept. 12, 25 – Webinar)

A brief training designed to introduce district staff to the terminology, structure, and reporting processes of CTEIS. *Approx. training duration: 1 hour*

Who benefits from this training?

- First-time CTEIS users assigned an Enrollment Data Entry role.
- Enrollment data reporters with limited CTEIS experience.

Expenditures (Sept. 18 LIVE TRAINING at PTD, East Lansing; Sept. 19, 27– Webinar)

A training session designed to guide reporters to the completion of the Expenditures report. New system features and announcements will be addressed, and other topics of discussion include interpreting the Added Cost Expenditures Worksheet, collecting and entering expenditure information into CTEIS, creating distribution lists, and validating and submitting report data to OCTE. *Approx. training duration: 2 hours*

Who benefits from this training?

- First-time CTEIS users with Expenditures Data Entry role.
- Expenditure data reporters with limited CTEIS experience.
- Seasoned expenditure reporters who wish to remain current with CTEIS updates.
- FAs/CEPD Administrators seeking experience in utilizing CTEIS effectively.

Fall Data Entry (Oct. 10, 16, 24 – Webinar)

A training session designed to introduce reporters to the process of collecting enrollment data in preparation for the Spring Enrollment and Completion Collection. New system features and announcements will be addressed, and other topics of discussion include entering course, staff, student, and enrollment data into CTEIS; using the CTEIS import feature; and verifying information via CTEIS reports. *Approx. training duration: 2.5 hours*

Who benefits from this training?

- First-time CTEIS with an Enrollment Data Entry role.
- Enrollment data reporters with limited CTEIS experience.
- Seasoned enrollment reporters who wish to remain current with CTEIS updates.
- FAs/CEPD Administrators seeking experience in utilizing CTEIS effectively.

New CTEIS 2019 On Its Way

Nov. 26 to Dec. 7, we will be taking CTEIS off line for these two weeks to prepare for the launch of the new CTEIS 2019. The new CTEIS 2019 will be completely rebuilt using modern programming tools to ensure it complies with all ADA and security requirements. More news on this upcoming.

Important Dates

Expenditures Due to CEPD: Nov. 7, 2019 Due to OCTE: Nov. 14, 2019	**LTCS Contracted Program Notifications** Due Oct. 4, 2018
Early Middle College and Dual Enrollment March 15, 2019	**Emerging Program Application and Emerging Program Application Windows** Sept 4, 2018 to Nov. 30, 2018 Dec 3, 2018 to Feb. 15, 2019
Follow-Up Due to CEPD: May 2, 2019 Due to OCTE: May 9, 2019	**Expenditure Report** Due to CEPD: Nov. 1, 2018 Due to OCTE: Nov. 8, 2018
Enrollment & Completion Collection Due to CEPD: June 20, 2019 Due to OCTE: June 27, 2017	**CEPD Options** Due June 13, 2019
Technical Skill Assessment (TSA) Extraction Dates November 22, 2018 January 10, 2019 March 21, 2019 April 11, 2019	**CTEIS MSDS Match Dates** September 2018 through June 14, 2019 On **May 15, 2019** All students must be enrolled in at least one CTEIS course-section, with correct UICs, and MSDS fields must be up-to-date to be counted for the Section 61a1 funds.