

New Programs Manual - District

Overview

CTEIS has an improved way of submitting New Programs Applications. CEPD Administrators need to coordinate with their Fiscal Agency Level 5 administrators to grant the Data Entry user with the Programs role. The CEPD Administrator and Data Entry users are the district users of the New Programs process. The Consultant and New Programs Administrator are the OCTE representatives.

- **Data Entry**

The Data Entry user is primarily responsible for creating a New Program Application and entering the required information. Data Entry users update and complete each of the 5 sections of the application, indicate the completeness of each section, and then mark the overall application as complete — allowing the CEPD Administrator the opportunity for review.

- **CEPD Administrator**

The CEPD Administrator can perform the functions of submitting a New Program Application and of Data Entry. To submit a New Program Application, the CEPD Administrator reviews the completed application and the individual completed sections. If the CEPD Administrator finds the application to be complete and accurate, they will mark each section as reviewed and then submit the application to the consultant responsible for the program content. If the CEPD Administrator finds issues with any of the sections, they will mark them for revision and then send the application back to the Data Entry user. The CEPD Administrator can, at any time, cancel the application.

- **Consultant**

The Consultant reviews the submitted application. The consultant can review or request modifications for each section back to the CEPD Administrator or forward an approved or denied application to the New Programs Administrator for processing.

- **New Programs Administrator**

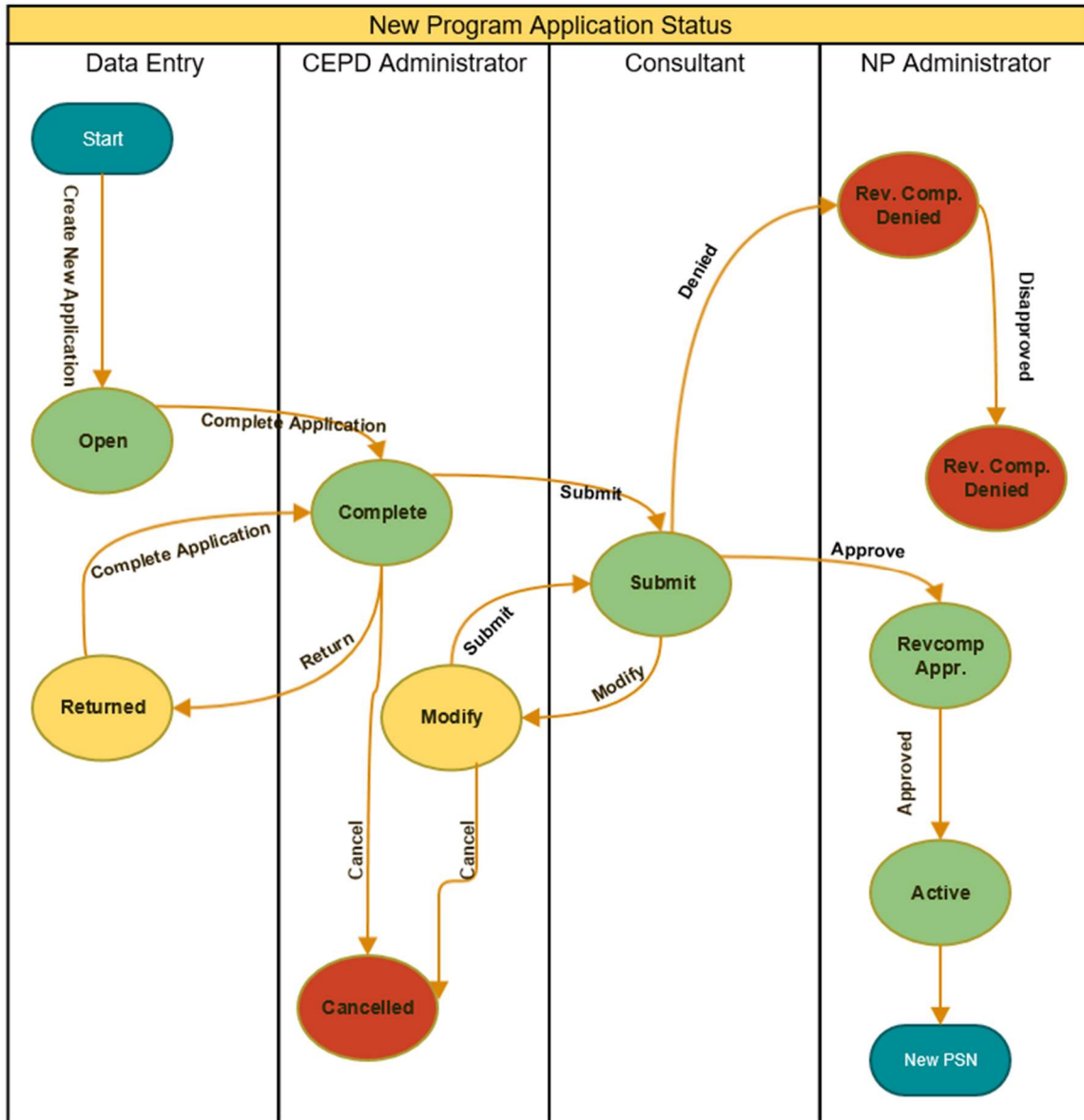
The New Programs Administrator is responsible for the final processing of the application. If it is approved by the Consultant, then a new PSN is generated for the new program. If the application is denied, then the district will be notified with the reasoning.

In this Document:

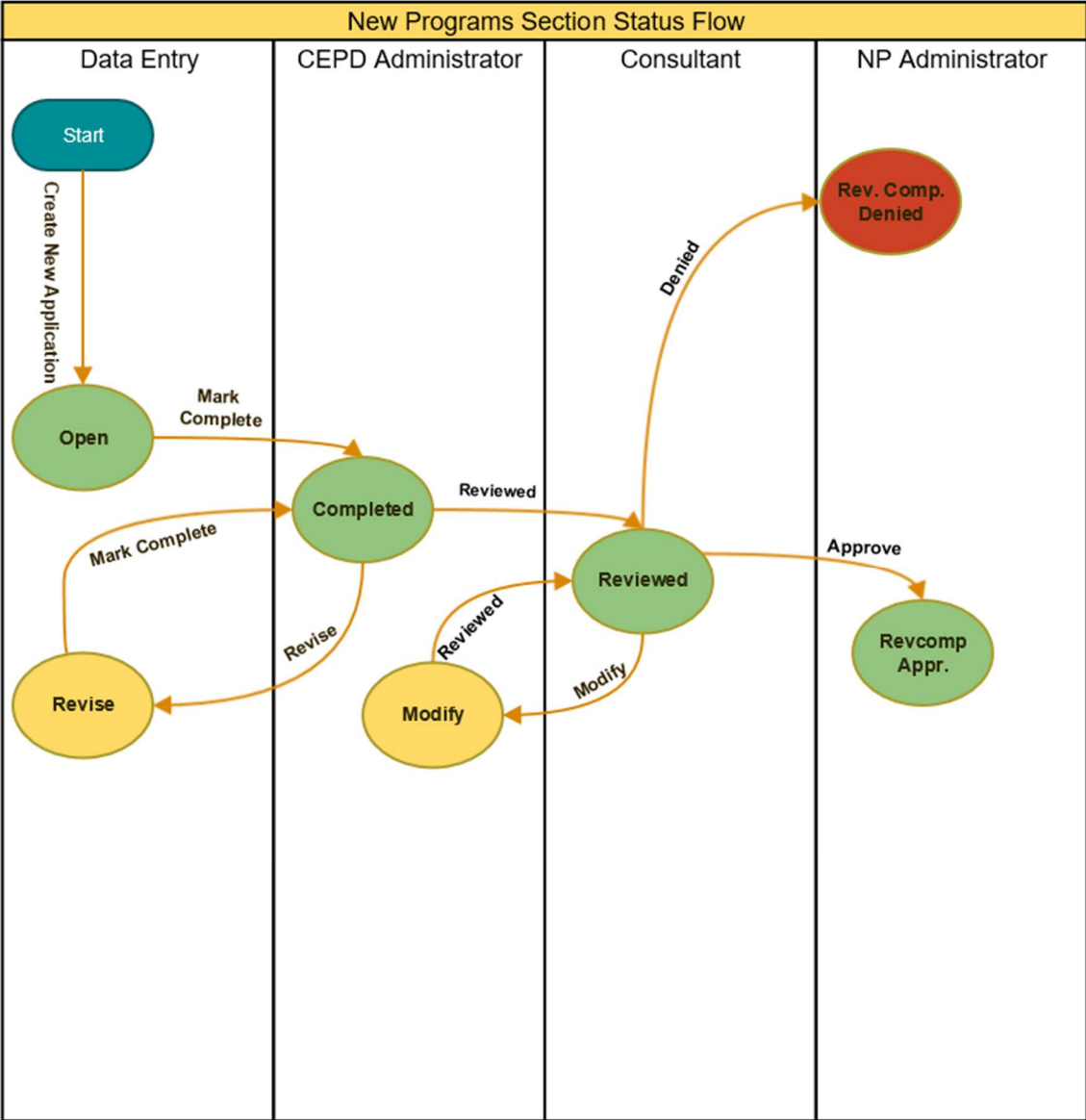
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Basic Work Flow

The New Programs process follows a very detailed workflow to ensure the applications are processed in a timely manner. The whole process will have all status changes logged, with opportunities for comment, to ensure that issues are transparent and easily mitigated. The basic workflow is diagrammed below.



Further, each section has its own status to track its progression through the workflow. These are diagrammed below.



Access the New Programs Module

1. Log into CTEIS at www.cteis.com using your MEIS Username and Password.
2. Based on your role you will see a different menu.

Data Entry:

To perform functions of Data Entry (Create or Update a New Program Application): Select **New Programs** on the menu. The New Programs Application page appears. Note: You must be granted with the New Programs role.

OR

CEPD Administrator:

To perform functions of Data Entry (Create or Update a New Program Application): Select **New Programs** on the menu. The New Programs Application page appears.

To submit a New Program Application: Select **New Programs CEPD** on the menu. The New Programs Application page appears. *Note: You must be a CEPD Administrator.*



New Programs Application

The New Program Application process will be year round, and we will be accepting applications during two time periods for the 2017-2018 school year. New Early/Middle College CTE program applications must be submitted in the first application window to be eligible to generate 61b funding for the current school year. Any application submitted after the first application window may be approved but will not be eligible to generate 61b funding until the following school year.

To read the OCTE's guidelines about the New CTE Program Application process for 2017-18, click [What You Need to Know document](#).

File Upload Information

Pictures and other large documents must be saved in a compressed format that will minimize the file size. Potentially large files, such as photos or brochures, can be compressed by saving as low density JPGs or any other format that will allow you to compress the files. Files must be no more than (10 MB), and this can be accomplished on most computers by saving these image files as compressed from (50 to 100 KB) each. Further, when uploading these files, please allow adequate time for the file to fully save to the web before moving on to the next documentation to be uploaded.

Also, to read the instructions on file compression, click [How to compress files](#).

[Create New Application](#) ←

Application Cycle Dates

Current Application Due Date:
TBA

Next Application Due Date:
TBA

Unapproved All

Select	ID	CIP Cod	Program	Type	Building	Resp	Status	Status Date	Consultant
Select	38	15.0000	Engineering Tech	State	Madison High School (- Ma	DataEntry	Open	11/16/2015	Nicole Rogi
Select	43	10.0202	Radio & TV Broad	State	North Farmington High Sch	DataEntry	Open	11/02/2015	Dana Hugh
Select	53	15.1306	Mechanical Draft	State	Clarkston High School (- Cl	DataEntry	Open	11/04/2015	Nicole Rogi
Select	196	52.0299	Business Admin	State	Oxford High School (- Oxf	Consultant	Submitted	10/13/2016	Tom Knigh
Select	199	14.4201	Mechatronics	EMC	Oakland Schools Technical	Consultant	Submitted	11/30/2016	Nicole Rogi

Key Points about the New Programs Application Page

- **Application Cycle Dates** indicate the times of the year that the OCTE and the Program Unit have identified that they will process completed and approved applications. To make your application available for processing into a CTEIS program, ensure that all data entry has been completed, including all documents uploaded, and the application has been reviewed by the CEPD Administrator prior to these dates. If you fail to complete your application by the given date, you may continue to work on it for inclusion in the subsequent processing date.
- To create a request for a new program, click the **Create New Application** button.
- Once you create an application for a new program, the program and its details appear in the grid. Use the **Select** link to review a program or to make any changes to the program.
- The **Status** column reflects the overall status of the application:
 - **Open** – Data Entry user creates a new program application but does not complete it.
 - **Complete** – Data Entry user marks the application as complete and the application is now awaiting review from the CEPD Administrator.
 - **Cancel** – CEPD Administrator reviews the application and cancels it.
 - **Returned** – CEPD Administrator requires the Data Entry user to update/edit the new program application.
 - **Submitted** – CEPD Administrator has finished their review and the new program application is now awaiting review from the Consultant.
 - **Modify** – Consultant has returned the application to the CEPD Administrator requesting modifications.
 - **RevComp Appr.** – Consultant has passed the application to the New Program Administrator. This final review will either mark the application for approval or denial.
 - **Denied** – New Program Administrator has processed the rejected application.
 - **Active** – New Program Administrator has processed the approved application and generated a PSN.
- The **Resp** column, that is newly added, reflects whose ownership the application is currently in. The ownership indicators are: DataEntry, CEPD, Admin or Consultant

How Different Users use the New Programs Application

Data Entry

Users with the Data Entry role:

- Create a new application and enter the required information for all 5 sections.
- Mark each section as Complete.
- Mark the overall application as Complete. An email is automatically sent to the CEPD Administrator for review.
- Update sections, if required. If the CEPD Administrator needs any section updated, the Data Entry user receives an email to revise the sections. The Data Entry user must update those sections and mark them as Complete and again mark the overall application as Complete.

Create/Update a New Program

When a Data Entry person, selects the New Programs option from the main menu, they will get a list of applications for their buildings.

To submit a New Program Application:

1. Open the New Programs Application page; refer to *Section: [Access the New Programs Module.](#)*
2. Click the **Create New Application** button. The **New Program Application** page is displayed.
3. Enter all the required information.
4. Click the **Save Changes** button. A new program application is created, and the Application ID label shows a unique number to identify your application. The Application Status is now "Open".

New Program Application (Data Entry)

Program Type	State-Approved Program		
IP Code	46.0303-Lineworker		
Building	08813-Oakland Schools Technical Campus--NW-Oa		
Application ID	221		
osp. Reg.	Detroit Metro Prosperity Region		

<div style="text-align: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;">Contact Info.</div> Steven Billes steven.billes@oakland.k12.mi.us 48-209-2521 <div style="text-align: center; border: 1px solid #ccc; padding: 2px; margin: 5px 0;">Fiscal Agency Level 5</div> Test Cteis test@test.com (949) 494-9494 <div style="text-align: center; border: 1px solid #ccc; padding: 2px; margin: 5px 0;">Fiscal Agency Level 5</div> Doug Wiesner doug.wiesner@ptdtechnology.com 317.3339363	<div style="text-align: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;">Alternate Info.</div> Name: Able Collins Address: 8211 Big Lake Road City: Lansing Zip Code: 487687-6876 Phone: 248.922.5837 Extension: Enter Ext Fax: 248.922.5805 Email: richard.collins@oakland.k12
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CTE Building Contact Info.

Title: Dean	Name: John Smith
Address: 8211 Big Lake Road	
City: Clarkston	
Zip Code: 48346	
Phone: 248.922.5820	Extension: Enter Ext
Fax: 248.922.5805	
Email: chuck.locklear@oakland.k12	

Save Changes

Program Comments

Current Section Status: Completed ← Status for this particular page

Include a comment

Include a comment

Mark Complete

18/03/2017, ProgInfo, Completed, Steven Billes, No comment entered.
 10/25/2016, ProgInfo, Application Start, Steven Billes, **Prog Type:** Reg
 IP Code: 46.0303 Bldg: 403

New Program List

Application Pages

- New Program Application
- C-06 Program Advisory
- C-10 Program Standards
- Assurances
- Log

Application Status
 Application Status: Open

Status for the overall application

5. Update any information as required and then click **Save Changes**.
6. Click **Mark Complete** once the section is complete.

Note: You are only marking this page as complete and not the overall application. So, while the Current Status is **Complete**, the Application Status is still **"Open"**

New Program Application Fields

Based on the Program Type that a user selects, they will see a different screen. Program Type options are:

State-Approved Program: A program type within CTEIS that allows a district to apply for an existing, State-Approved CIP Code.

E/MC State-Approved Program: A program type within CTEIS in which an approved E/MC (Early/Middle College) may apply for an existing, State-Approved CIP Code.

Emerging Program: A program type within CTEIS where a district may apply for a new CIP Code for an emerging program where there is not a currently a state-approved CIP Code.

E/MC Emerging Program: A program type within CTEIS where an approved E/MC (Early/Middle College) applies for a new CIP Code for an emerging program where there is not currently a State-Approved CIP Code. Only select this choice if you are previously approved to run these types of programs. Contact OCTE if you have questions.

State-Approved and E/MC State-Approved New Program Application

The screens for the State-Approved and the E/MC State-Approved programs are very similar. To select the State-Approved CIP Code, begin to type the CIP Code number or name into the CIP Code text box. The system will begin to autocomplete with programs that match your entry. Enter the building in which the program will be held in the same manner.

When you have entered all your information, click the **Save Changes** button to create the application. If you are updating the application, be sure to click the **Save Changes** button after any changes to ensure your changes are saved.

New Program Application (Data Entry)

Program Type

CIP Code

Building

Application ID

Prosp. Reg.

Contact Info.	Alternate Info.
Steven Billes steven.billes@oakland.k12.mi.us 248-209-2521	Name <input type="text" value="Enter Name"/>
Fiscal Agency Level 5	Address <input type="text" value="Enter Address"/>
	City <input type="text" value="Enter City"/>
	Zip Code <input type="text" value="Enter Zip"/>
	Phone <input type="text" value="Enter Phone"/>
	Extension <input type="text" value="Enter Ext"/>
Fiscal Agency Level 5	Fax <input type="text" value="Enter Fax"/>
	Email <input type="text" value="Enter Email"/>

CTE Building Contact Info.

Address

City

Zip Code

Phone Extension

Fax

Email

Program Comments

Current Section Status: Open

Include a comment

Include a comment

New Program List

Application Pages

- New Program Application
- C-06 Program Advisory
- C-10 Program Standards
- Assurances
- Log

Application Status

Application Status: Open

State-Approved and E/MC State-Approved New Program Application Fields:

- **Program Type:** State-Approved or E/MC State-Approved.
- **CIP Code:** Enter your CIP Code or Program Name and select from the prompted entries.
- **Building:** Enter the Building number or the Building name and select from the prompted entries.

- **Application ID:** The Application ID is created by the system when the new program application formation is initially entered and saved.
- **Contact Info. and Alternate Info.:** Your contact information appears here. You may enter any other alternate contact information in the **Alternate Info.** section.
- **Fiscal Agency Super.:** Fiscal Agency Superintendent's information **will be automatically populated based on the Building you have selected.**
- **Building Contact Info:** Enter the Title, Name, Address, and Phone/Fax/Email information for your Building. If this is a contracted building, enter the contracted building information.
- **Program Comments:** Enter any relevant comments pertaining to the application. These comments will be saved to the application Log when you click the **Mark Complete** button. You can review your comments in the log section, by selecting **Log** from the side menu.

Contracted Buildings

For contracted buildings, enter "00000" or "Contracted" in the Building text box and then select the appropriate district supporting the program.

The screenshot shows a web form titled "New Program Application". The form has several input fields:

- Program Type:** A dropdown menu with "State-Approved Program" selected.
- CIP Code:** A text box containing "Automobile Technician (ASE Certified)-47.0604".
- Building:** A text box containing "con".
- Application ID:** A dropdown menu that is open, showing two options: "Contracted Programs-00000- Waterford School District" and "Contracted Programs-00000- Oakland Schools".

At the bottom left of the form, there is a button labeled "Contact".

Emerging/E/MC Emerging New Program Application

Emerging programs are those programs that are not currently on the State's approved list of programs. Therefore, the user must enter the CIP Code and the Program Name in the boxes provided. Please be careful, as the application will not verify the authenticity of the program. Further, you will need to identify the National Career Cluster in which it belongs. Additional information is also necessary to submit the Emerging Program application. Follow the instructions on the program application. If you have any questions, please contact the OCTE.

(Screenshots on the following pages.)

Emerging/E/MC Emerging New Program Application – Top Half of Screen

New Program Application (Data Entry)

Program Type Emerging Program

[Emerging CTE Program Application Process](#)

Program Name Enter Program Name

Proposed CIP Code Enter Program CI

Additional Career Cluster Please select...

Summary / Description of Emerging CTE Program.

Enter Summary Description

Business Partner(s)/TDCC Members: Enter Business Partner

Additional recognized certification, licensure, or skills assessment for this program area.

Enter Certification/Skills assessment

Building

Application ID

Resp. Reg.

1. Describe the emerging field
For 61b/Early Middle College, a description must document how your Prosperity Region or Talent District Career Council (TDCC) identified this need.

- OR -

For regular emerging programs, please document demand and support as defined by your local community. Examples of resources can include, but are not limited to, your local Workforce Development Agency, labor market data, local industrial associations, and O*Net.

<http://www.onetonline.org/find/bright> and search New and Emerging
http://www.onetcenter.org/dl_files/NewEmergingList.pdf

Emerging Field(s) and Program Enter Emerging Field(s)

2. Are there related business and industry partners in your community committed to:

Yes	No	
<input type="radio"/>	<input type="radio"/>	Be active participants on a program advisory committee?
<input type="radio"/>	<input type="radio"/>	Supporting work-based learning or employment opportunities for program enrollers/completers?
<input type="radio"/>	<input type="radio"/>	Offering instructor opportunities for training/learning specific to the occupational program (i.e., externships)?
<input type="radio"/>	<input type="radio"/>	Supporting training, scholarships, and student leadership opportunities?
<input type="radio"/>	<input type="radio"/>	Supporting equipment needs to demonstrate all aspects of the industry.

3. Yes No

Are there related state-approved occupational programs at postsecondary institutions located in your region that would be potential program of study articulation agreement partners?

4. Yes No

Are there other related continuing education options such as training programs or apprenticeship available in the CEPD or TDCC region related to this emerging CTE program?

If yes, list these options:

New Program List

Application Pages

- [New Program Application](#)
- [C-06 Program Advisory](#)
- [C-10 Program Standards](#)
- [Assurances](#)

[Log](#)

Application Status

Application Status: Open

Emerging/E/MC Emerging New Program Application – Bottom Half of Screen

3. Yes No

Are there related state-approved occupational programs at postsecondary institutions located in your region that would be potential program of study articulation agreement partners?

4. Yes No

Are there other related continuing education options such as training programs or apprenticeship available in the CEPD or TDCC region related to this emerging CTE program?

If yes, list these options:

5. Yes No

Based on a review of the following sources, are there current job openings available related to this Emerging Program in the State of Michigan?

Source: <http://www.milmi.org>
 Source: <http://www.occsupplydemand.org>

What data/document exists that supports current job openings for this Emerging CTE Program at the TDCC Regional or CEPD level? Documentation should include needs identified by business and industry within Prosperity Regions.

Additional Comments/Information

<p>Contact Info.</p> <p>iteven Billes teven.billes@oakland.k12.mi.us 48-209-2521</p> <p>Fiscal Agency Level 5</p> <p>Fiscal Agency Level 5</p>	<p>Alternate Info.</p> <p>Name <input type="text" value="Enter Name"/> Address <input type="text" value="Enter Address"/> City <input type="text" value="Enter City"/> Zip Code <input type="text" value="Enter Zip"/> Phone <input type="text" value="Enter Phone"/> Extension <input type="text" value="Enter Ext"/> Fax <input type="text" value="Enter Fax"/> Email <input type="text" value="Enter Email"/></p>
---	--

CTE Building Contact Info.

Address
 City
 Zip Code
 Phone Extension
 Fax
 Email

Save Changes

Program Comments

Current Section Status: Open

Include a comment

Include a comment

The Emerging New Program Application screen has all the Contact fields that are on the Regular New Program Application screen and the following additional fields:

- **Program Type:** Emerging or E/MC Emerging
- **Program Name:** Emerging Program Name
- **Suggested CIP Code:** Appropriate CIP Code
- **National Career Cluster:** Corresponding Federal Career Cluster
- **Summary/Description of Emerging CTE Program:** Describe the emerging new program
- **Business Partner(s)/TDCC Members:** List the Business Partners/Members
- **Nationally recognized certification, licensure, or skills assessment for this program area:** List any certificates, licenses, or skill assessment for this program
- **Answer questions 1 to 5 related to the emerging program**
- **What data/document exists that supports current job openings for this Emerging CTE Program at the TDCC Regional or CEPD level? Documentation should include needs identified by business and industry within Prosperity Regions:** Provide the relevant documentation

Sections for Data Entry Users

To complete the New Program Application process, the following sections of the application, in addition to the applications details, must be completed, and/or related materials uploaded:

- C-06 – Program Advisory Committee
- C-10 – Implementation of Program Standards/Course content
- Assurances

Application Navigation

The Application Navigation panel can be found on the right side of the screen and allows you to easily navigate between different sections of the application.

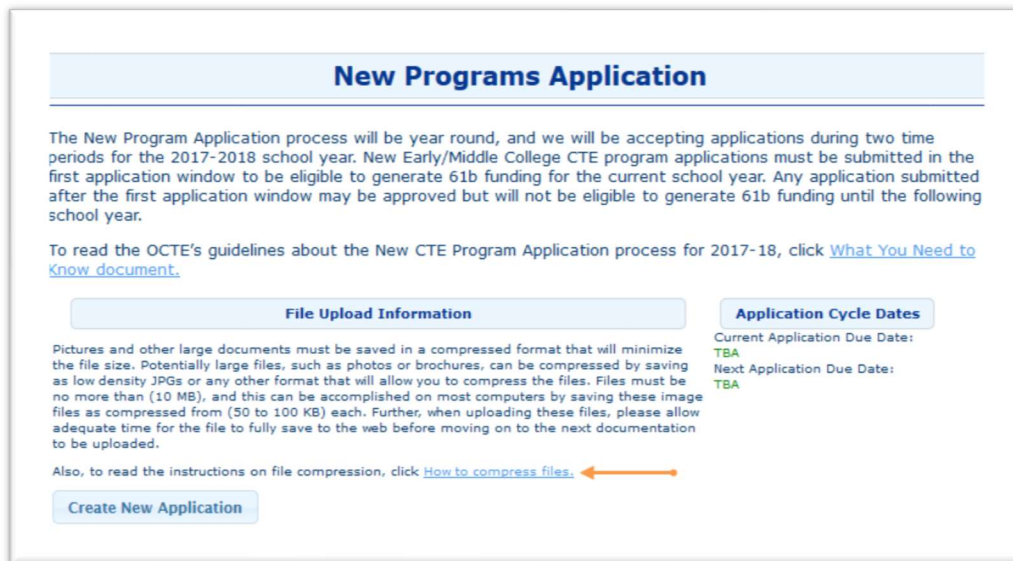
- New Program List will return you to the list of all programs.
- Application Details provides you with the base application details.
- Application Pages links allow you to navigate to the different sections of the application including viewing the log.
 - Application Pages Color indicator:
 - **Yellow** – based on the user role and the page status, the page color may be Yellow. For example: Based on the user's role, if you are a CEPD and the status of the page, be it NewProgramsApplication, C-06, C-10 or Assurance, is "Completed" then the page color is (Yellow). At this phase of the process the DataEntry person has completed the page so it is (Green) for them but if the CEPD opens the application it is (Yellow) for them. If you are a Consultant and the status of the page is (Reviewed) meaning that the CEPD has reviewed the page, the button will appear (Yellow) for the consultant, but (Green) for the CEPD.

- Green** – indicates the form is complete.
 - Blue** – indicates the form is open and needs to be completed. It is still under your ownership and has not gone through a review.
 - Red** – indicates the form was returned or denied and may need further information.
- Application Status displays the current status of the application. When appropriate, you can also update the application status.
 - Application Status comments area will display the most recent comments made when updating the application status.

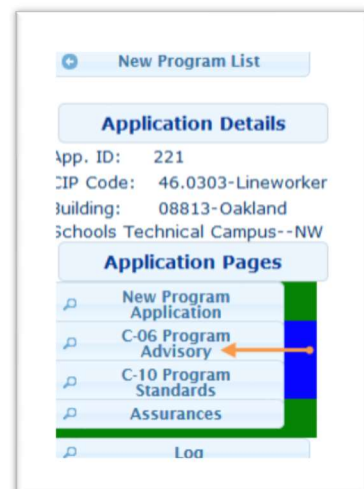
How to Submit the Additional Required Documents

The sections will need additional information to be uploaded. The following steps can be used to upload documents for the section **C-06 – Program Advisory**, and similarly for all the other sections:

1. To begin with, ensure your documents are of the smallest size possible. Be sure to read the document on how to compress your files as necessary.



2. Click **C-06 – Program Advisory** on the side Menu. The **C-06 – Advisory Committee** page appears (next page).



C-06 Advisory Committee (Data Entry)

Instructions: To be considered for approval, your first Program Advisory Committee meeting must occur prior to submitting your New Program Application. (Regional Advisory Committee Meetings will not meet this criteria.) All uploaded documents must be in Microsoft Word, Excel or Adobe PDF or Zip format.

The Program Advisory Committee Tool Kit (Tool Kit) details key roles of program advisory committees and offers a general process to follow, as well as templates. Click [Program Advisory Committee Tool Kit](#) to download it.

The Program Advisory Committee is required to meet once prior to submitting the application. The role of the Program Advisory Committee is to provide input on planning, development, implementation, operation, promotion, evaluation and maintenance of the program that result in continuous program improvement.

Minutes shall reflect evidence of discussion on specific program content such as an Analysis Review, Leadership Opportunities, Recruitment Strategies and Safety Requirements of Industry. Please use the Program Advisory Committee Tool Kit as our guide in working with your Program Advisory Committee.

To assure that the Program Advisory Committee will continue to meet at least twice during each school year to continue to provide input on appropriate program facilities, equipment, materials and resources that are relevant to the program curriculum and reflect current industry standards and technology. In your program advisory roster, please include the name, title, business name, advisory member role, and contact information for all members.

Districts applying for E/MC programs, will require assurances signed by their Advisory Chairperson and TDCC lead. Assurances can be found in the first section of the application under the tab titled assurances.

Local Program Advisory Committee meets the following criteria:

The first (5) items must be checked.

- Membership Roster reflects representatives from the program specific business, industry and community agencies.
- Membership majority is from appropriate Business and Industry.
- Committee Chairperson is from Business and Industry.
- Parent Representative.
- Postsecondary Representative.

The following are highly recommended

- Student Representative.
- Counselors.

Please submit Membership Roster with chair noted.

No file selected.

Provide minutes from your initial Program Advisory Committee meeting. Minutes shall document input from Business and Industry and Postsecondary partners supporting the development and continuous improvement of the program.

No file selected.

Program Comments

Current Section Status: Open

[Include a comment](#)

Include a comment

Application Details

App. ID: 361

CIP Code: 10.0202-Radio & TV

Broadcasting Tech

Building: 00161-Avondale

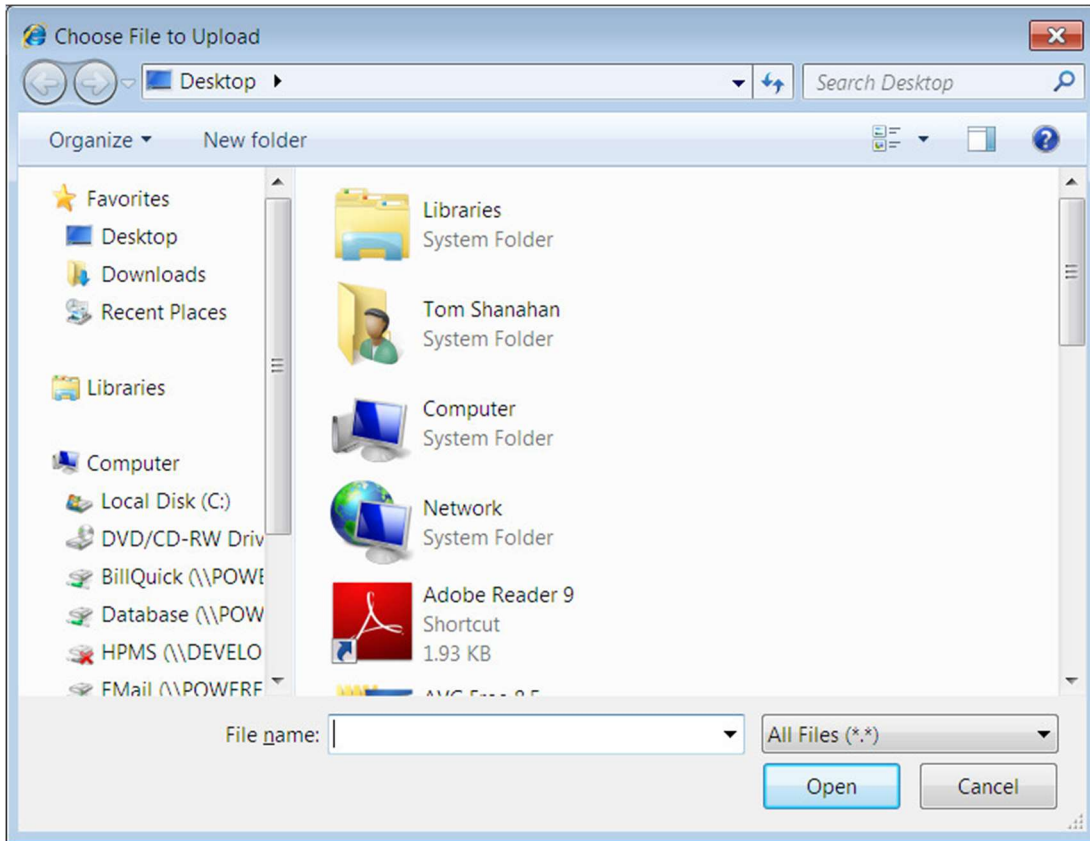
Academy

Application Pages

Application Status

Application Status: Open

3. After selecting the criteria, click the **Browse** button to upload the required document. The **File Upload** window opens; you can now search for the file to upload.



4. Click on the file to select it; the file name appears in the **File name** box.
5. Click the **Open** button; the window closes, and the path and filename appear in the text box near the Browse button.

C-06 Advisory Committee (Data Entry)

Instructions: To be considered for approval, your first Program Advisory Committee meeting must occur prior to submitting your New Program Application. (Regional Advisory Committee Meetings will not meet this criteria.) All uploaded documents must be in Microsoft Word, Excel or Adobe PDF or Zip format.

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Minutes shall reflect evidence of discussion on specific program content such as an Analysis Review, Leadership Opportunities, Recruitment Strategies and Safety Requirements of Industry. Please use the Program Advisory Committee Tool Kit as your guide in working with your Program Advisory Committee.

Please assure that the Program Advisory Committee will continue to meet at least once vice during each school year to continue to provide input on appropriate program facilities, equipment, materials and resources that are relevant to the program curriculum and reflect current industry standards and technology. In your program advisory roster, please include the name, title, business name, advisory member role, and contact information for all members.

Districts applying for E/MC programs, will require assurances signed by their Advisory Chairperson and IDCC lead. Assurances can be found in the first section of the application under the tab titled assurances.

Local Program Advisory Committee meets the following criteria:
The first (5) items must be checked.

Membership Roster reflects representatives from the program specific business, industry and community agencies.
 Membership majority is from appropriate Business and Industry.
 Committee Chairperson is from Business and Industry.
 Parent Representative.
 Postsecondary Representative.

The following are highly recommended

 Student Representative.
 Counselors.

Please submit Membership Roster with chair noted.

No file selected.
 221-6A.DOCX

Provide minutes from your initial Program Advisory Committee meeting. Minutes shall document input from Business and Industry and Postsecondary partners supporting the development and continuous improvement of the program.

No file selected.
 221-6B.DOCX

Program Comments

Current Section Status: Completed ←

Include a comment

←

18/03/2017, C06, Completed, Steven Biles, No comment entered.

Application Details

App. ID: 221
CIP Code: 46.0303-Lineworker
Building: 08813-Oakland
Schools Technical Campus--NW

Application Pages

-
-
-
-
-

Application Status

Application Status: Open

6. Click the **Save Roster** button to upload the file to the database. You will know that your file has been uploaded, when the file and its identifying number appear on the screen.
Note: if you want to upload a different file, instead of the one that you just uploaded, then simply click the **Browse** button to locate the desired file, and Click the **Save Roster** button. Your new file will replace the original and be uploaded to the database. The file will be renamed to reflect the Application ID and section the file is being used for.

7. Similarly, upload the next file and click **Save Minutes**.
8. Click the **Mark Complete** button to indicate that the section is complete, and all the required information has been submitted. The system will create an entry in the Log. The comment section will now show the page is complete.
9. Select another section, from the side Menu, to complete and submit. All the forms have some basic steps to be carried out. The basic steps are:
 - a) Click **Browse** to upload required documents.
 - b) Click the appropriate Submit button to upload the documents.
 - c) Select any applicable criteria or options available, using the check boxes.
 - d) Click the relevant Save button to save the information to the database.
 - e) Click the **Mark Complete** button to indicate that the page is complete and that you have submitted all the required files and information. The system will create an entry in the Log.
10. Refer to [Appendix A](#) for the remaining forms.

Complete the Application

After all the sections are complete the side Menu displays a comment box and a **Complete Application** button. Enter any comments you might want to include in the comments section and then click **Complete Application** to submit your New Program Application.

An entry will be made into the application Log including any comments made.

Further, an email is sent to the CEPD Administrator indicating that the New Program Application is now ready for their review.

The Application Status is now "Complete".

Select	ID	CIP Code	Program	Type	Building	Resp	Status	Status Date	Consultant
Select	37	15.1301	Drafting/Design Te	State A	Oakland Schools Technical Ce	DataEntry	Returned	10/30/2015	Tom Shanahan
Select	38	15.0000	Engineering Techn	State A	Madison High School (- Mad	DataEntry	Open	11/16/2015	Nicole Rogers
Select	43	10.0202	Radio & TV Broadca	State A	North Farmington High School	DataEntry	Open	11/02/2015	Tom Shanahan
Select	53	15.1306	Mechanical Drafting	State A	Clarkston High School (- Clark	DataEntry	Open	11/04/2015	Nicole Rogers
Select	142	15.0000	Engineering Techn	State A	Waterford Kettering High School	DataEntry	Returned	02/11/2016	Nicole Rogers
Select	155	15.0000	Engineering Techn	State A	Riverside High School (- Siba	Consultant	Submitted	02/11/2016	Nicole Rogers
Select	177	12.0500	Cooking & Related	EMC	Oakland Schools Technical Ce	DataEntry	Open	08/18/2016	Denise Teague
Select	186	14.4201	Mechantronics	EMC	North Farmington High School	CEPD	Complete	08/30/2016	Nicole Rogers
Select	187	43.0100	Public Safety/Prote	State A	Harrison High School (- Farm	Admin	RevComp A	08/30/2016	Tom Shanahan
Select	188	51.0000	Therapeutic Service	EMC	Harrison High School (- Farm	CEPD	Complete	09/01/2016	Nicole Rogers
Select	190	03.0000	Natural Resources	State A	Berkley High School (- Berkley	CEPD	Complete	09/14/2016	Randy Showern

CEPD Administrator

The CEPD Administrator can perform the functions of Data Entry and submit a New Program Application. For the CEPD Administrator who wants to perform functions of Data Entry please refer to the [Section: Data Entry](#).

The CEPD Administrator, to submit a New Program Application, can:

1. Review the individual completed sections and the completed application.
2. Mark each section as **Reviewed** if the application is complete and accurate.
3. Mark the overall application as **Submit** to send the application to the Consultant responsible for the program content.

OR

4. Mark section/sections for **Revision** if any of the sections are not satisfactory.
5. Mark the overall application as **Return** to send the application back to the Data Entry user.

New Program Application (CEPD Admin)

Program Type	State-Approved Program
Program Code	03.0000-Natural Resources and Conservation
Building	00291-Berkley High School-Berkley School District(Berkley School District)
Application ID 190	
osp. Reg.	Detroit Metro Prosperity Region

<div style="background-color: #e6f2ff; padding: 2px; text-align: center; font-weight: bold;">Contact Info.</div> Steven Billes steven.billes@oakland.k12.mi.us 48-209-2521	<div style="background-color: #e6f2ff; padding: 2px; text-align: center; font-weight: bold;">Alternate Info.</div> Name mike able Address 3124 grovers road City mason Zip Code 43784-6878 Phone 517.378.6876 Extension Fax Email mike.able@abc.com
<div style="background-color: #e6f2ff; padding: 2px; text-align: center; font-weight: bold;">Fiscal Agency Super.</div> Mary Beth Fitzpatrick mbfitzpatrick@berkleyschools.org 248) 837-8037	<div style="background-color: #e6f2ff; padding: 2px; text-align: center; font-weight: bold;">Fiscal Agency Super.</div> Christopher Sandoval sandoval@berkleyschools.org 248) 837-8002

CTE Building Contact Info.

Title Mr	Name John Smith
Address	1234 peewee road
City	East Lansing
Zip Code	87687-6757
Phone	517.347.8678 Extension
Fax	
Email	john.smith@abc.com

Program Comments

Current Section Status:	Completed
Include a comment	
Include a comment	
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> Revise Reviewed </div>	
9/14/2016, ProgInfo, Completed, Steven Billes, No comment entered. 9/14/2016, ProgInfo, Application Start, Steven Billes, Prog Type: Reg CipCode: 3.0000 Bldg: 412	

New Program List

Application Pages

New Program Application
C-06 Program Advisory
C-10 Program Standards
Assurances
Log

Application Status

Application Status: Complete

Include a comment

Include a comment

Cancel

09/14/2016, Program, Complete, Steven Billes, No comment entered.

How to Review a Completed New Program Application

1. Select a completed application to review.
2. Click the **Revise** button if the Data Entry user needs to update that section and enter any comments that may be helpful.
OR
3. Click the **Reviewed** button if the section is correctly completed.
4. Similarly, go through the remaining sections and mark each section as **Revise** or **Reviewed**. After going through all the sections, you must now mark the overall application as **Return** or **Submit**.
5. Click the **Return** button if one or more sections is marked as "Revise". You are required to enter comments that can be helpful to the Data Entry user to update the application.

6. Clicking on the **Return** button will send the application back to the Data Entry user. An email is sent to the Data Entry user with the comments. Application Status is now "Returned".

7. Click on the **Submit** button to send the application to the Consultant for a review. You are required to enter comments. Application Status is now "Submit". The "Submit" button appears only if all the sections are marked as "Reviewed". An email is sent to the Consultant with the comments.

8. **Cancel:** The CEPD Administrator may cancel an application at any time provided a comment is entered indicating the reason for canceling the application. The Application status is now "Cancel" and cannot be further completed.

New Programs Application Log

The application log will log all status changes along with any comments made. All users of the system can review the log and see the progress, issues, and resolutions during the life of the application. Further, the log can provide access to the comments, instructing the user what steps need to be taken to remediate issues.

New Programs Application Logs					
App ID	Date	Section	Event	User	Comment
90	A1016558	9/21/2016	C10	Reviewed	
90	A1016558	9/21/2016	C10	Revise	
90	A1016558	9/21/2016	Assurance	Reviewed	
90	A1016558	9/21/2016	C10	Reviewed	
90	A1016558	9/21/2016	C06	Reviewed	
90	A1016558	9/21/2016	ProgInfo	Reviewed	
90	A1036719	9/14/2016	Program	Complete	
90	A1036719	9/14/2016	Assurance	Completed	
90	A1036719	9/14/2016	C10	Completed	
90	A1036719	9/14/2016	C06	Completed	
90	A1036719	9/14/2016	ProgInfo	Completed	
90	A1036719	9/14/2016	ProgInfo	Application	

View 1 - 12 of 12

New Program List

Application Details

App. ID 190
 CIP Code 03.0000-Natural Resources and Conservation
 Building 00291-Berkley High School

Application Pages

New Program Information
 C-06 Program Advisory
 C-10 Program Standards
 Assurance
 Log

New Program Application Log Fields:

- **Date:** The date when the entry is made in the log.
- **Section:** Name of the section that had a status change. This can be both sections and the program application as a whole.
- **Event:** Indicates the event that triggered the Log update. These can include marking a section complete or a CEPD administrator requested a section to be revised.
- **User:** Name of the user.
- **Comment:** Comments entered in the comment box for each section or for the whole application.

Help and Assistance

Issue	Contact
MEIS Account	MEIS Help Desk Phone: (517) 335-0505 Website: https://cepi.state.mi.us/MEIS/login.aspx
Fiscal Agency/Level 5 Assignment	Joan Church, Department Analyst Email: churchj@Michigan.gov Phone: (517)335-0360
Login Issues and Technical Assistance with CTEIS	CTEIS Help Desk Email: cteis.help@ptdtechnology.com Phone: (800)203-0614 x128
New Program Application Information	Nikki Rogers, Health Sciences and STEM, Education Consultant Phone: (517) 373-8904 Email: rogersn@michigan.gov

Appendix A

C-10 Implementation of Standards/Course Context (Data Entry)

Instructions: All uploaded documents must be in *Microsoft Word, Excel or Adobe PDF or Zip format.*

In Michigan the definition of a CTE Program Completer is a student who completes (with a grade of 2.0 or better), course-sections which cover all 12 segments of a program and (if applicable), takes the technical skills assessment test associated with that program.

Identify the delivery of your program segments by completing the Instructional Design form. Click [Instructional Design](#) to download the form.

Applicants for CTE E/MC State Approval: Please submit the 5-Year Instructional Design documenting your Early/Middle College program.
Please submit your completed Instructional Design document.

No file selected.
 [221-10A.DOCX](#)

To view the OCTE documentation on the standards click [Curriculum Standards](#)

CIP Specific Gap Analysis (curriculum alignment to national and state CTE program standards.)
Click [Gap Analysis](#) to retrieve the required CIP specific form.
Please submit PDF of completed CIP Specific Gap Analysis (including plan of improvement if applicable).

No file selected.
 [221-10B.DOCX](#)

Please submit syllabi for all courses in the program (includes course descriptions).

No file selected.
 [221-10C.DOCX](#)

Program Comments

Current Section Status: **Completed**
Include a comment
Include a comment

08/03/2017, C10, Completed, Steven Billes, No comment entered.

New Program List

Application Details

App. ID: 221
CIP Code: 46.0303-Lineworker
Building: 08813-Oakland
Schools Technical Campus--NW

Application Pages

- New Program Application
- C-06 Program Advisory
- C-10 Program Standards**
- Assurances

Application Status

Application Status: **Open**
Include a comment
Include a comment

When you click the **Mark Complete** button the indicator turns from blue to green to show that the form is completed.

When you click the **Mark Complete** button the status changes to "Completed".

Assurances (Data Entry)

Assurances Document Upload:

Instructions for uploading your Assurances Document:

You must Scan and attach *the entire Assurances Document (Pages 1-3) with appropriate signatures. * Remember to create an action plan that will allow you to meet these assurances within your first reporting year. The Assurances Document may be found in your application materials or click [Assurances Document](#) to download it.

Browse... No file selected.

Save Assurances 221-Asu.DOCX

Program Comments

Current Section Status: **Completed**

Include a comment

Include a comment

Mark Complete

08/03/2017, Assurance, Completed, Steven Billes, No comment entered.
11/29/2016, Assurance, Completed, Steven Billes, No comment entered.

When you click the **Mark Complete** button the status changes to "Completed".

New Program List

Application Details

App. ID: 221
CIP Code: 46.0303-Lineworker
Building: 08813-Oakland
Schools Technical Campus--NW

Application Pages

New Program Application
C-06 Program Advisory
C-10 Program Standards
Assurances

Log

Application Status

Application Status

Included

Included

When you click the **Mark Complete** button the indicator turns from blue to green to show that the form is completed.

Complete Application