

MICHIGAN



# Fall Building Course Review and Submission



*For  
CEPD  
Administrators*

Fall 2020

## **REVIEW AND SUBMISSION OF FALL BUILDING COURSES FOR CEPD ADMINISTRATORS**

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In the web-based Career and Technical Education Information System (CTEIS), reports may only be submitted by an authorized official of the Fiscal Agency and reviewed by a CEPD Administrator. CTEIS will inform Fiscal Agency authorized officials via email when reports at the building level are ready for review. Likewise, CEPD administrators are notified by email when a report is submitted by a Fiscal Agency authorized official. CEPD administrators must then examine all reports submitted by Fiscal Agency authorized officials and indicate that the review is complete so that the reports may be accepted and compiled by the Office of Career and Technical Education.

In order to ensure that OCTE can accurately answer questions about the number of operating CTE programs each year, districts will be required to submit a report indicating all PSNs that will operate in the coming school year and the primary teacher who will be providing instruction. To minimize the amount of additional work required of districts, OCTE will collect this information by simply requiring districts to enter at least one course section for each teacher for each PSN into CTEIS, then submit this information in the fall. Of course, districts may choose to enter all of the course sections to be offered for this collection. Furthermore, you may continue to update your course details such as course dates, virtual learning delivery, and high school or college credit awarded prior to the spring collection deadline.

In fall 2020, the Building Course Review will be due to CEPD administrators by October 23, 2020, and to OCTE by October 30, 2020. In subsequent years, this information will be due in mid-September.

This booklet contains instructions for the review and submission of Enrollment data reports for CEPD administrators.

## To begin reviewing your report:

Navigate to [www.cteis.com](http://www.cteis.com) and click the "**Login**" link at the top right side of the screen. Enter your MEIS user name and password to login to CTEIS.

Using the navigation bar, select **Admin → CEPD Admin. Monitoring → CEPD Course Review** to go to the Fall Course Collection Completion screen. Choose a district from the **Select District...** drop-down menu to display your building grid, which lists all buildings within your CEPD as well as the report status of each building.



Fall Course Collection Completion								
My District Schools								
BuildingStatus		OANO	OA Name	OBNO	Building Name	Building Status	Fiscal Status	Cepd Status
VIEW	EXPORT	99999	My District Schools 00001		Building A	X	RETURN	COMPLETE
VIEW	EXPORT	99999	My District Schools 00002		Building B	X	RETURN	COMPLETE
VIEW	EXPORT	99999	My District Schools 00003		Building C	X		
VIEW	EXPORT	99999	My District Schools 00004		Building D	X	RETURN	COMPLETE

Buildings with an "X" in the **Building Status** column have been marked as complete by your building level reporters. An "**X**" must also appear under the **Fiscal Status** column to signify that the Fiscal Agency authorized official has submitted the report and that it is ready for review by the CEPD administrator. When the CEPD administrator review is complete, an "**X**" will appear under the column labeled **CEPD Status**.

## Viewing your reports:

You will need to review the courses of each building within your building grid. Click the **VIEW** button beside a building to view course details, which are displayed beneath your building grid. Courses that are missing a primary instructor are highlighted in red. If course staff are currently unknown, building reporters may leave them blank, but are encouraged to enter all staff to the best of their ability. Click the **EXPORT** button to export your raw building data into a Microsoft Excel workbook for printing.

CSC	Course Name	PSN	Program Name	CIP Code	Primary Staff	Semester Type	Crs Beg Date	HS Cred	Col Cred	Virt Type	Building Name
12345-1	Computer Programming	13579	Computer Programming/Programmer	11.0201	MARIA GARCIA	First Semester	9/3	0.00	0.00	NV	Building C
12345-2	Computer Programming II	13579	Computer Programming/Programmer	11.0201		First Semester	8/28			NV	Building C
98765-1	Automotive Technology	24680	Automobile Technician (ASE Certified)	47.0604	JOHN SMITH	First Semester	9/3	0.00	0.00	NV	Building C
98765-2	Automotive Technology	24680	Automobile Technician (ASE Certified)	47.0604	JOHN SMITH	First Semester	9/3	0.00	0.00	NV	Building C
12345-3	Computer Programming III	13579	Computer Programming/Programmer	11.0201		First Semester	9/3	0.00	0.00	NV	Building C

If you have questions about your building submissions, please contact Joan Church at (517) 335-0360 for more information.

## Submitting your reports:

On the Fall Course Collection Completion screen, an “X” appearing under the **Building Status** column indicates a building that has submitted report data for review. During the course of your review, if any report requires revision, you may click the **RETURN** button to request that a building's course information be edited and resubmitted.

Building Status	Fiscal Status	Cepd Status
X	X	X
	RETURN	COMPLETE
X	X	

When you are satisfied that a building report is complete and accurate, indicate your approval by clicking the **COMPLETE** button. An “X” appears under the **CEPD Status** column to indicate that the building data has been released to the Office of Career and Technical Education.

Once all data has been collected for your buildings, submitted by the Fiscal Agency authorized official, and reviewed by the CEPD administrator, the report will be accepted by the Office of Career and Technical Education.

Questions regarding the Enrollment Report, or general questions regarding CTEIS and the report submission and review process, may be directed to Joan Church, Department Specialist at [ChurchJ@michigan.gov](mailto:ChurchJ@michigan.gov) or (517) 335-0360.

Requests for technical assistance with CTEIS may be directed to the CTEIS help desk at [cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com), (517) 333-9363, ext. 128, or (800) 203-0614, ext. 128.