



CTEIS Informer



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Training

Webinar Expenditures Training on Sept. 26, 2019, Oct. 1 & 3 2019; watch the training space for more LIVE sessions in 2019.

Register for CTEIS training/view training schedules at: [CTEIS Training Registration and Schedule.](#)

New User Orientation (Oct. 8, 30, 2019 – 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 (with 2019 Updates) (Sept. 26, 2019, Oct. 1 & 3, 2019 – Webinar)

A training session designed to guide reporters to the completion of the Expenditures report. New system features and announcements will be addressed. Other topics include interpreting the Added Cost Expenditures Worksheet, collecting and entering expenditure information into CTEIS, creating distribution lists, 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 (Nov 6, 7 & 14, 2019 – 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.

Follow Up Survey (with 2019 Updates) (Oct. 9, 15, 23 & 31, 2019 - Webinar)

The Follow Up process is the same, but the screens have a new look and feel. New and experienced users would benefit from attending this webinar.

Important Dates

(Download the complete list here.)

Expenditures

Due to CEPD: November 7, 2019
Due to OCTE: November 14, 2019

LTCS Contracted Program Notifications

Due (on paper): October 4, 2019

Early Middle College and Dual Enrollment

Due to OCTE: Mar. 13, 2020

New CTE Program and Emerging Program Application Windows

Sept. 3, 2019 to Dec. 2, 2019
Dec. 3, 2019 to Feb. 13, 2020

Follow-Up

Due to CEPD: Jan 08, 2020
Due to OCTE: Jan 15, 2020

Enrollment & Completion Collection

Due to CEPD: June 18, 2020
Due to OCTE: June 25, 2020

CEPD Options

Due to OCTE: June 11, 2020

Technical Skill Assessment (TSA) Extraction Dates

(To Be Determined)

CTEIS MSDS Match Dates

September 2019 through June 12, 2020

By May 15, 2020 ALL students must be enrolled in at least one CTEIS course-section with correct UICs, and MSDS fields must be up-to-date (via SRM or regular collection) to be counted for Section 61a1 funds.