

# New Programs Manual - Consultant

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## 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**

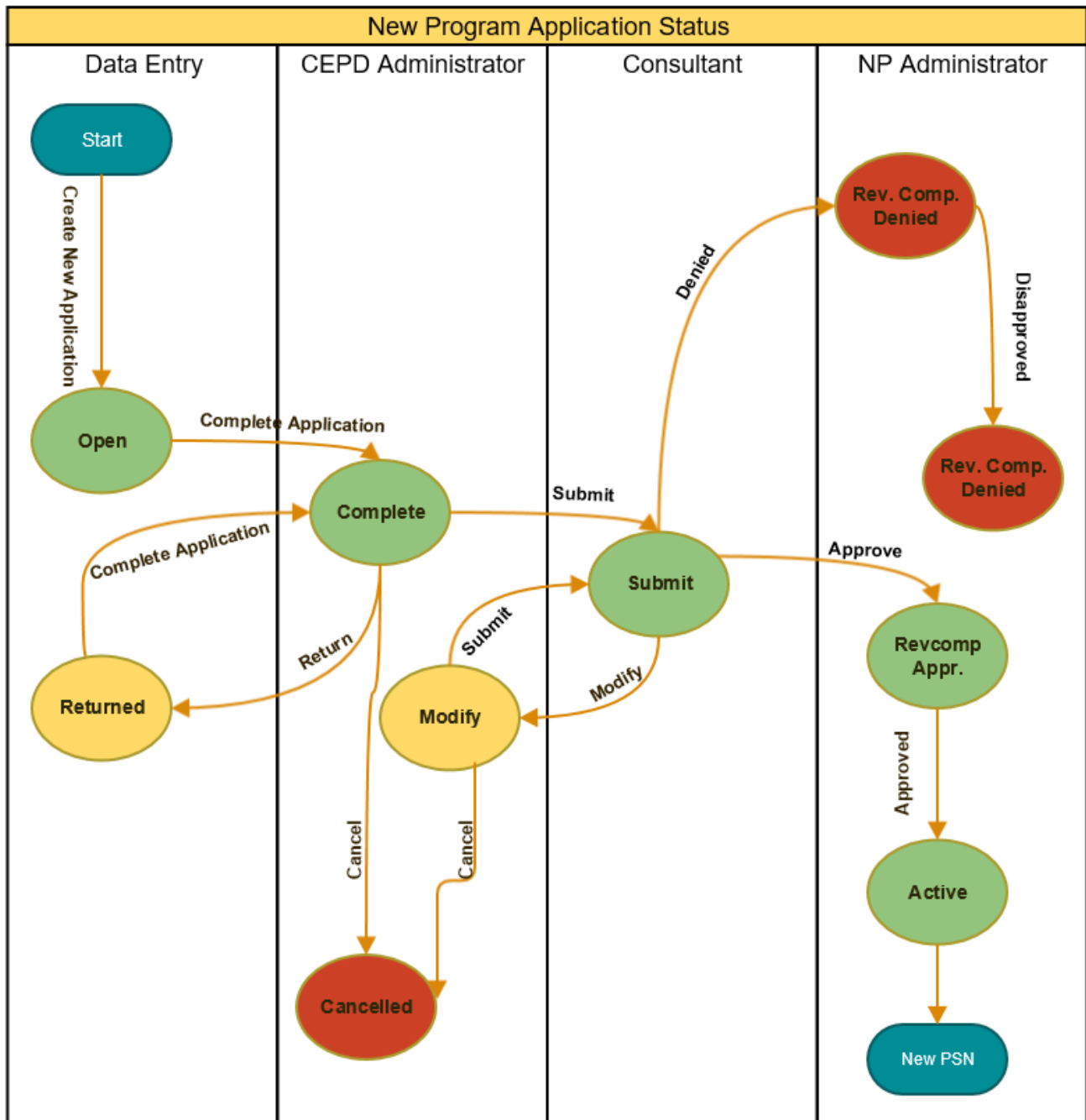
The Consultant reviews the submitted application. The consultant can review or request modifications for each section back to the CEPD Administrator or forward an approved or denied application to the New Programs Administrator for processing.

- **New Programs Administrator**

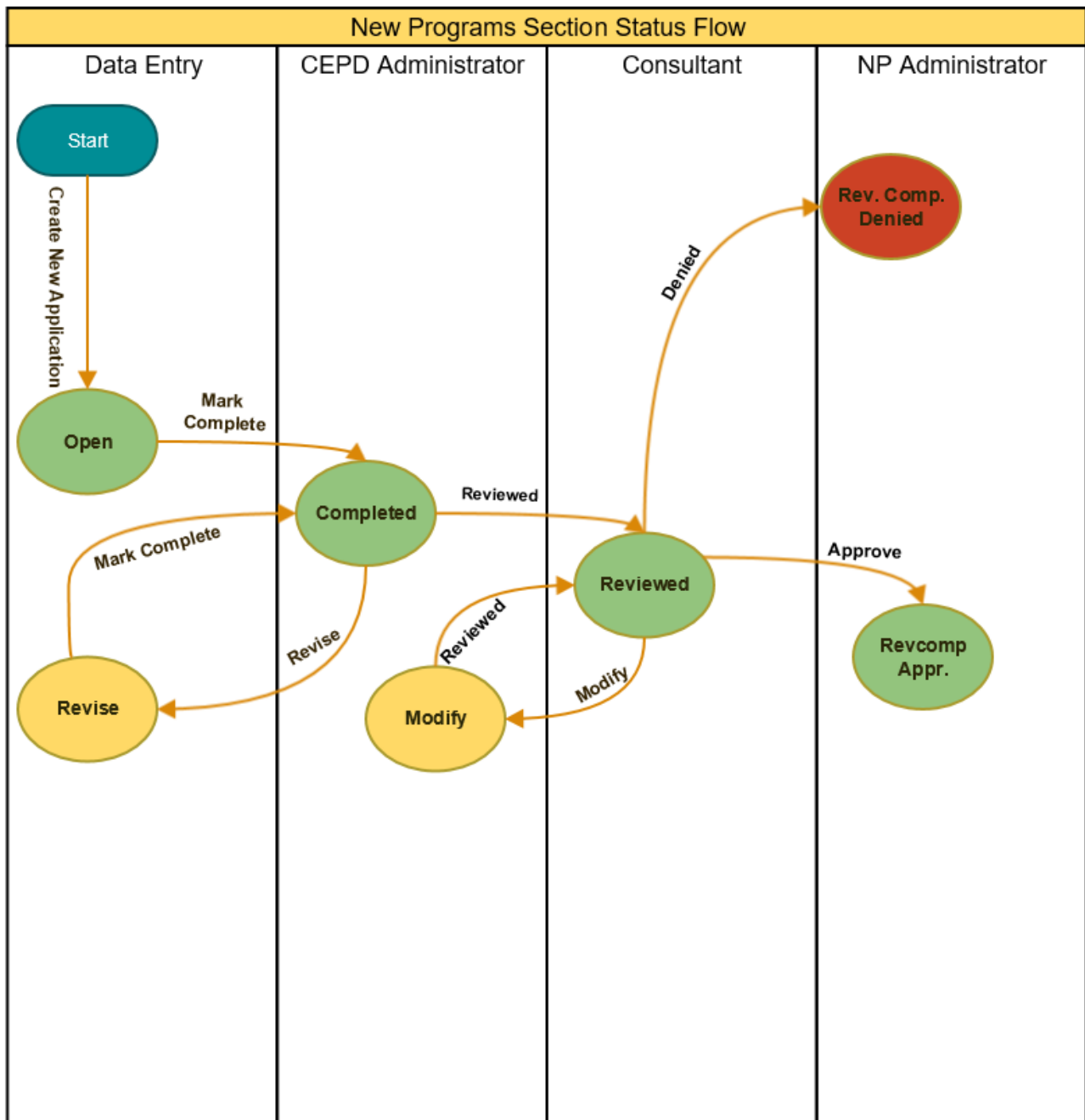
The New Programs Administrator is responsible for the final processing of the application. If it is approved by the Consultant, then a new PSN is generated for the new program. If the application is denied, then the district will be notified with the reasoning.

## Basic Work Flow

The New Programs process follows a very detailed work flow 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 work flow. These are diagrammed below.



### Access the New Programs Module

1. Log into CTEIS at [www.cteis.com](http://www.cteis.com) using your MEIS Username and Password.
2. Click **New Programs Approval** on the Menu. The **New Programs Application page** appears.

*Note: Your User must be set up as a Consultant to view this menu.*

Home
Reports
-----
System Maintenance
Monitoring
TRAC Reports
New Programs Approval
Master Directory
Lookup Utility
DCM Maintenance
CTEIS Reports
OCTE Web Site
Contact

## New Programs Application

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

To read the OCTE's guidelines about the New CTE Program Application process for 2017-18, click [here](#) to [View 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](#).

**Application Cycle**

Current Application I  
TBA  
Next Application Due  
TBA

Unapproved     All

New Program Applications									
Select	ID	CIP Cod	Program	Type	Building	Resp	Status	Status Date	Consultant
<a href="#">Select</a>	175	11.1001	Systems Adminis	State	Hastings High School ( - Ha	DataEntry	Open	09/14/2016	Tom Knigh
<a href="#">Select</a>	196	52.0299	Business Admin M	State	Oxford High School ( - Oxfo	Consultant	Submitted	10/13/2016	Tom Knigh
<a href="#">Select</a>	209	52.0800	Finance & Financi	State	Grosse Pointe North High S	Consultant	Submitted	10/24/2016	Tom Knigh
<a href="#">Select</a>	212	11.0801	Digital/Multimed	State	Grosse Pointe North High S	Consultant	Submitted	10/17/2016	Tom Knigh
<a href="#">Select</a>	213	11.0201	Computer Progra	State	Otsego High School ( - Otse	Consultant	Submitted	10/17/2016	Tom Knigh
<a href="#">Select</a>	216	52.0299	Business Admin M	State	Mid Michigan Community C	Consultant	Submitted	10/19/2016	Tom Knigh
<a href="#">Select</a>	230	52.0299	Business Admin M	EMC	Schoolcraft High School ( - S	Consultant	Submitted	12/01/2016	Tom Knigh
<a href="#">Select</a>	234	11.0801	Digital/Multimed	State	Goodrich High School ( - Go	Consultant	Submitted	11/15/2016	Tom Knigh
<a href="#">Select</a>	238	52.0299	Business Admin M	EMC	Contracted Programs ( - Eat	Consultant	Submitted	10/31/2016	Tom Knigh
<a href="#">Select</a>	240	52.1701	Insurance	State	Tuscola Technology Center	CEPD	Complete	12/07/2016	Tom Knigh
<a href="#">Select</a>	241	52.0299	Business Admin M	EMC	Advanced Technology Acad	DataEntry	Open	11/11/2016	Tom Knigh

### Key Points About the New Programs Application Page

- **Application Cycle Dates** indicate the times of the year that 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.
- Click the **Select** link to review a new program application.
- 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** – 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
  - The **Deny** column, that has a Deny link, allows the consultant to deny the application with a click on the link rather than going through each page and denying each page of the application.

## Consultant

The consultant reviews the New Programs Applications submitted by the CEPD Administrator. New Programs Applications submitted by the CEPD Administrator have an overall Application Status of "Submitted". The individual sections of the application have a status of "Reviewed".

The consultant can:

1. Mark a section/sections as **Modify if any of the sections are not satisfactory**.
2. Mark the overall application as **Modify**, if any of the sections are marked as "Modify", to send the New Program Application back to the CEPD Administrator.  
OR
3. Mark a section/sections as **Approve** if the sections are satisfactory.
4. Mark the overall application as **Approve**, if all the sections are marked as "Approve", to send the New Program Application to the New Program Administrator for further processing.  
OR
5. Mark a section/sections as **Deny** if any of the sections cannot be approved.
6. Mark the overall application as **Deny**, if any of the sections are marked as "Deny", to send the New Program Application to the New Program Administrator for further processing.

## New Program Application (Consultant)

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

### Contact Info.

Steven Billes  
 steven.billes@oakland.k12.mi.us  
[248-209-2521](tel:248-209-2521)

### Fiscal Agency Super.

Mary Beth Fitzpatrick  
 mbfitzpatrick@berkleyschools.org  
[\(248\) 837-8037](tel:248-837-8037)

### Fiscal Agency Super.

Christopher Sandoval  
 csandoval@berkleyschools.org  
[\(248\) 837-8002](tel:248-837-8002)

### Alternate Info.

Name mike able  
 Address 3124 grovers road  
 City mason  
 Zip Code 43784-6878  
 Phone [517.378.6876](tel:517.378.6876)  
 Extension  
 Fax  
 Email mike.able@abc.com

### New Program List

### Application Pages

New Program Application

C-06 Program Advisory

C-10 Program Standards

Assurances

Log

### Application Status

Application Status: **Submitted**

09/21/2016, Program, Submitted, Mary Kaye Aukee, No comment entered.

### CTE Building Contact Info.

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

### Program Comments

Current Section Status: **Reviewed**

Include a comment

Include a comment



09/21/2016, ProgInfo, Reviewed, Mary Kaye Aukee,  
 09/14/2016, ProgInfo, Completed, Steven Billes, No comment entered.  
 09/14/2016, ProgInfo, Application Start, Steven Billes, **Prog Type: Reg CIPCode:**  
 03.0000 Bldg: 412

## 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 users 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 up 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 Review a Submitted New Program Application

1. Select a new program application with the status "Submit". The New Program Application page appears.
2. If the section is not satisfactory, Enter a comment and Click the **Modify** button. The Current Status is now "Modify".

**Program Comments**

Current Status: **Modify**

Include a comment

Files for Membership roster not complete

**Modify** **Approve** **Deny**

10/21/2015, C06, Reviewed, Tom Shanahan, No comment entered.  
10/21/2015, C06, Completed, Steven Billes, completed advisory form

OR

3. If the section is satisfactory, Click the **Approve** button. You may choose to enter a comment. The Current Status is now "RevComp Appr."

**Program Comments**

Current Status: **RevComp Appr.**

Include a comment

Include a comment

**Modify** **Approve** **Deny**

4. If the section cannot be approved, Enter a comment and Click the **Deny** button. The Current Status is now "RC Denied".

**Program Comments**

Current Status: **RC Denied**

Include a comment

Include a comment

**Modify** **Approve** **Deny**

- Similarly, navigate to each of the sections and mark each section as either **Modify**, **Approve**, or **Deny**. After going through all the sections, you must now mark the overall application as **Modify**, **Approve**, or **Deny**.
- Click the **Modify** button if one or more sections is marked as "Modify". You are required to enter comments that can be helpful to the CEPD Administrator to update the application. An email is sent to the CEPD Administrator with the comments. The Application Status is now "Modify".

**Application Status**

Application Status: **Submit**

Include a comment

Include a comment

**Modify**

10/29/2015, Program, Submit, Tom Shanahan, No comment entered.

**Application Status**

Application Status: **Modify**

10/29/2015, Program, Submit, Tom Shanahan, No comment entered.

- Click the **Approve** button to approve the New Program Application and send it to the New Program Administrator for further processing. You are required to enter comments. The Application Status is now "RevComp Appr.". The "Approve" button appears only if all the sections are marked as "Approve". An email is sent to the New Programs Administrator with the comments.

**Application Status**

Application Status: **Submit**

Include a comment

Include a comment

**Approve**

10/29/2015, Program, Submit, Tom Shanahan, No comment entered.

**Application Status**

Application Status: **RevComp Appr.**

10/29/2015, Program, Submit, Tom Shanahan, No comment entered.


- Click the **Deny** button if the New Program Application cannot be approved. The consultant must enter a comment indicating the reason for denying the application. The Application status is now "RC Denied" and the application is sent to the New Program Administrator for further processing. The **Deny** button appears only when one or more sections are marked as "Deny". An email is sent to the New



Programs Administrator with the comments.

**Application Status**

Application Status: **RC Denied**



10/27/2015, Program, RC Denied, Randy Showerman, No comment entered.

## 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
190	A1016558	9/21/2016	C10	Reviewed	New Application
190	A1016558	9/21/2016	C10	Revise	New Application
190	A1016558	9/21/2016	Assurance	Reviewed	New Application
190	A1016558	9/21/2016	C10	Reviewed	New Application
190	A1016558	9/21/2016	C06	Reviewed	New Application
190	A1016558	9/21/2016	ProgInfo	Reviewed	New Application
190	A1036719	9/14/2016	Program	Complete	New Application
190	A1036719	9/14/2016	Assurance	Completed	New Application
190	A1036719	9/14/2016	C10	Completed	New Application
190	A1036719	9/14/2016	C06	Completed	New Application
190	A1036719	9/14/2016	ProgInfo	Completed	New Application
190	A1036719	9/14/2016	ProgInfo	Application	New Application

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

View 1 - 12 of 12

### 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.

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