

# 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**

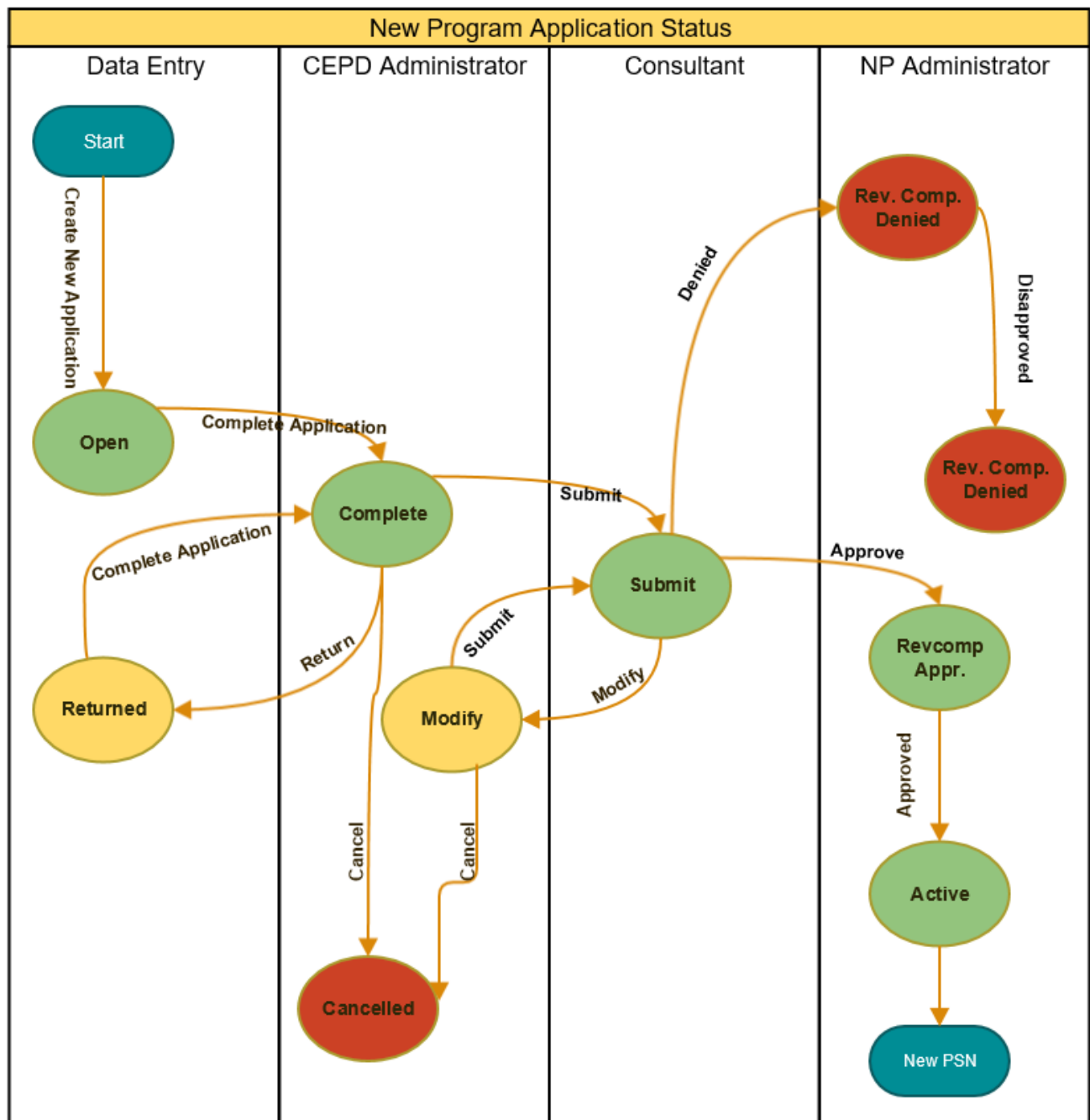
The New Programs Administrator is responsible for the final processing of the application. If it is approved by the Consultant, then a new PSN is generated for the new program. If the application is denied, then the district will be notified with the reasoning.

### On this Page:

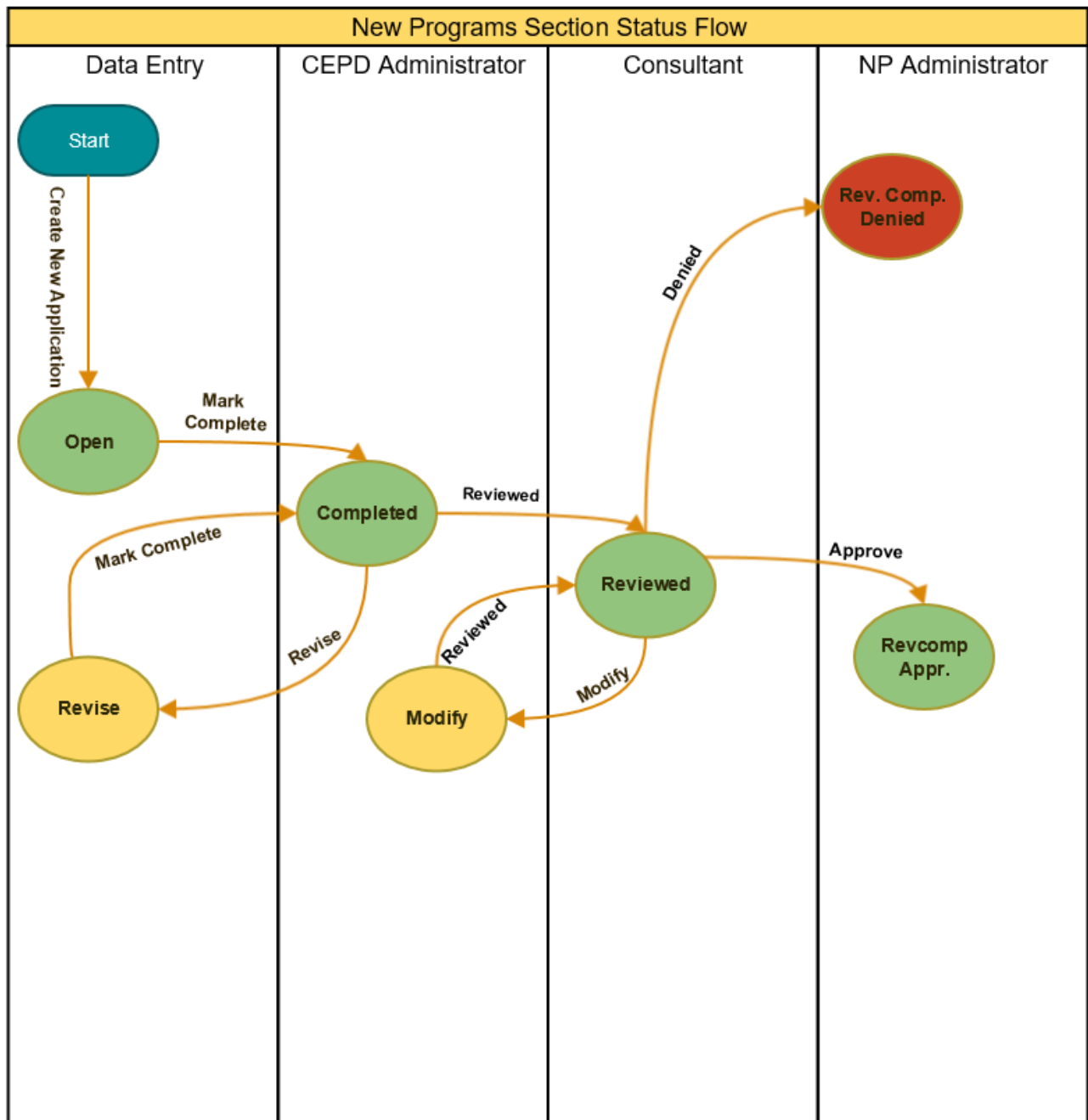
- Overview
- Basic Work Flow
- Access the New Programs Module
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## Basic Work Flow

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](http://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 have two periods for the 2017-2018 school year. New Early/Middle College CTE programs are eligible for the first application window to be eligible to generate 61b funding for the first year. After the first application window may be approved but will not be eligible for the second year.

To read the OCTE's guidelines about the New CTE Program Application [Know document](#).

**File Upload Information**

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

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

[Create New Application](#)

☒ Unapproved ☐ All

New Program Applications						
Select	ID	CIP Cod	Program	Type	Building	Resp
<a href="#">Select</a>	38	15.0000	Engineering Tech State		Madison High School ( - Ma	DataEntry
<a href="#">Select</a>	43	10.0202	Radio & TV Broad State		North Farmington High Sch	DataEntry
<a href="#">Select</a>	53	15.1306	Mechanical Draft State		Clarkston High School ( - Cl	DataEntry
<a href="#">Select</a>	196	52.0299	Business Admin M State		Oxford High School ( - Oxfo	Consultant
<a href="#">Select</a>	199	14.4201	Mechatronics	EMC	Oakland Schools Technical	Consultant

## 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

**CIP Code** 46.0303-Lineworker

**Building** 08813-Oakland Schools Technical Campus--NW-Oa

**Application ID** 221

Prosp. Reg. Detroit Metro Prosperity Region

**Contact Info.**

Steven Billes  
steven.billes@oakland.k12.mi.us  
248-209-2521

**Fiscal Agency Level 5**

Test Cteis  
test@test.com  
(949) 494-9494

**Fiscal Agency Level 5**

Doug Wiesner  
doug.wiesner@ptdtechnology.com  
517.3339363

**Alternate Info.**

Name Able Collins

Address 8211 Big Lake Road

City lansing

Zip Code 87687-6876

Phone 248.922.5837

Extension Enter Ext

Fax 248.922.5805

Email richard.collins@oakland.k12

**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.k1

Save Changes

**Program Comments**

Current Section Status: Completed Status for this particular page

Include a comment

Include a comment

Mark Complete

08/03/2017, ProgInfo, Completed, Steven Billes, No comment entered.  
10/25/2016, ProgInfo, Application Start, Steven Billes, **Prog Type: Reg**  
**CipCode: 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:

New Program Application (Data Entry)	
Program Type	State-Approved Program
CIP Code	Select Program Type
Building	State-Approved Program
Application ID	E/MC State-Approved Program
Pros. Reg.	Emerging Program
	E/MC Emerging Program
<div> <div> <b>Contact Info.</b> </div> <div> <b>Alternate Info.</b> </div> </div>	
<div> <div> Steven Billes  steven.billes@oakland.k12.mi.us  248-209-2521 </div> <div> Name: Enter Name  Address: Enter Address </div> </div>	
<div> <div>New Program List</div> <div>Application Pages</div> </div>	

**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** State-Approved Program

**CIP Code**

**Building**

**Application ID**

Prosp. Reg.

**Contact Info.**

Steven Billes  
steven.billes@oakland.k12.mi.us  
248-209-2521

**Fiscal Agency Level 5**

**Fiscal Agency Level 5**

**Alternate Info.**

Name Enter Name

Address Enter Address

City Enter City

Zip Code Enter Zip

Phone Enter Phone

Extension Enter Ext

Fax Enter Fax

Email Enter Email

**CTE Building Contact Info.**

Address Enter Building Address

City Enter Building City

Zip Code Enter Zip

Phone Enter Phone Extension Enter Ext

Fax Enter Fax

Email Enter Email

Save Changes

**New Program List**

**Application Pages**

New Program Application

C-06 Program Advisory

C-10 Program Standards

Assurances

Log

**Application Status**

Application Status: Open

**Program Comments**

Current Section Status: Open

Include a comment

Mark Complete

### 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 information 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.

New Program Application	
Program Type	State-Approved Program
CIP Code	Automobile Technician (ASE Certified)-47.0604
Building	con
Application ID	Contracted Programs-00000- Waterford School District
Contact	Contracted Programs-00000- Oakland Schools

### 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.

## New Program Application (Data Entry)

Program Type Emerging Program

[Emerging CTE Program Application Process](#)

Program Name Enter Program Name

Suggested CIP Code Enter Program CI

National Career Cluster Please select...

Summary / Description of Emerging CTE Program.

Enter Summary Description

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

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

Enter Certification/Skills assessment

Building

Application ID

Pros. 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](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

☐ ☐

Be active participants on a program advisory committee?

☐ ☐

Supporting work-based learning or employment opportunities for program enrollers/completers?

☐ ☐

Offering instructor opportunities for training/learning specific to the occupational program (i.e., externships)?

☐ ☐

Supporting training, scholarships, and student leadership opportunities?

☐ ☐

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

New Program List

### Application Pages

New Program Application

C-06 Program Advisory

C-10 Program Standards

Assurances

Log

### Application Status

Application Status: Open

☐ ☐ 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

#### Contact Info.

Steven Billes  
steven.billes@oakland.k12.mi.us  
248-209-2521

Fiscal Agency Level 5

Fiscal Agency Level 5

#### Alternate Info.

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"/>

#### CTE Building Contact Info.

Address	<input type="text" value="Enter Building Address"/>		
City	<input type="text" value="Enter Building 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"/>		

Save Changes

#### Program Comments

Current Section Status: Open

Include a comment

Include a comment

✱ Mark Complete

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 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 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.

**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**

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

**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: **Open**

## 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 Gap 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.

We 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 last 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

### Application Details

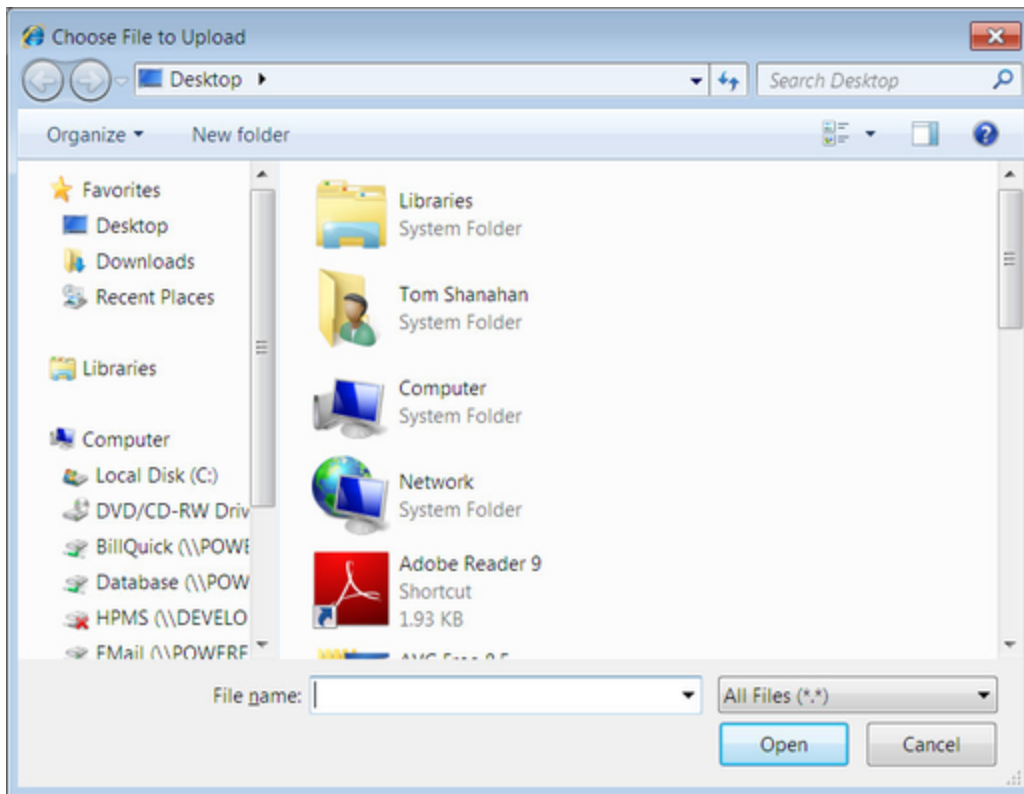
App. ID: 361  
CIP Code: 10.0202-Radio & TV Broadcasting Tech  
Building: 00161-Avondale Academy

### Application Pages

### Application Status

Application Status: **Open**

- 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 Gap 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.

We 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 last 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

Include a comment

←

08/03/2017, C06, Completed, Steven Billes, 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.

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
<a href="#">Select</a>	37	15.1301	Drafting/Design Te	State A	Oakland Schools Technical Car	DataEntry	Returned	10/30/2015	Tom Shanahan
<a href="#">Select</a>	38	15.0000	Engineering Techno	State A	Madison High School ( - Madis	DataEntry	Open	11/16/2015	Nicole Rogers
<a href="#">Select</a>	43	10.0202	Radio & TV Broadca	State A	North Farmington High School	DataEntry	Open	11/02/2015	Tom Shanahan
<a href="#">Select</a>	53	15.1306	Mechanical Drafting	State A	Clarkeston High School ( - Clark	DataEntry	Open	11/04/2015	Nicole Rogers
<a href="#">Select</a>	142	15.0000	Engineering Techno	State A	Waterford Kettering High Scho	DataEntry	Returned	02/11/2016	Nicole Rogers
<a href="#">Select</a>	155	15.0000	Engineering Techno	State A	Royal Oak High School ( - Scho	Consultant	Submitted	02/11/2016	Nicole Rogers
<a href="#">Select</a>	177	12.0500	Cooking & Related	EMC	Oakland Schools Technical Car	DataEntry	Open	08/18/2016	Denise Teague
<a href="#">Select</a>	186	14.4201	Mechatronics	EMC	North Farmington High School	CEPD	Complete	08/30/2016	Nicole Rogers
<a href="#">Select</a>	187	43.0100	Public Safety/Protec	State A	Hammon High School ( - Farnis	Admin	RevComp A	08/30/2016	Tom Shanahan
<a href="#">Select</a>	188	51.0000	Therapeutic Service	EMC	Hammon High School ( - Farnis	CEPD	Complete	09/01/2016	Nicole Rogers
<a href="#">Select</a>	190	03.0000	Natural Resources	State A	Berkley High School ( - Berklev	CEPD	Complete	09/14/2016	Randy Showerm

### 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

**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

**Fiscal Agency Super.**

Mary Beth Fitzpatrick  
mbfitzpatrick@berkleyschools.org  
(248) 837-8037

**Fiscal Agency Super.**

Christopher Sandoval  
csandoval@berkleyschools.org  
(248) 837-8002

**Alternate Info.**

Name mike able  
Address 3124 grovers road  
City mason  
Zip Code 43784-6878  
Phone 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

**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

Revise

Reviewed

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 Status**

Application Status: Complete

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**.

- 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.

The screenshot displays a web application interface. At the top, a blue header bar contains the text "Application Pages". Below this, a vertical list of application sections is shown: "New Program Application", "C-06 Program Advisory", "C-10 Program Standards", "Assurances", and "Log". Each section has a corresponding colored bar to its right. The "C-10 Program Standards" bar is red, while the others are green. An orange arrow points from a text box to this red bar. Below the list is a "Log" button. Underneath is a section titled "Application Status" with the text "Application Status: Complete". Below that is a text input field labeled "Include a comment". At the bottom of the form are two buttons: "Return" and "Cancel". Below the buttons, a status summary is displayed: "09/14/2016, Program, Complete, Steven Billes, No comment entered.".

**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

Return Cancel

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

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".

- 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.

**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

Submit Cancel

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

Green color indicator shows that the form is marked as Reviewed

7. **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.

**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

Submit Cancel

09/14/2016, Program, Complete, Steven Billes, 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 Program Info
190	A1016558	9/21/2016	C10	Revise	New Program Info
190	A1016558	9/21/2016	Assurance	Reviewed	New Program Info
190	A1016558	9/21/2016	C10	Reviewed	New Program Info
190	A1016558	9/21/2016	C06	Reviewed	New Program Info
190	A1016558	9/21/2016	ProgInfo	Reviewed	New Program Info
190	A1036719	9/14/2016	Program	Complete	New Program Info
190	A1036719	9/14/2016	Assurance	Completed	New Program Info
190	A1036719	9/14/2016	C10	Completed	New Program Info
190	A1036719	9/14/2016	C06	Completed	New Program Info
190	A1036719	9/14/2016	ProgInfo	Completed	New Program Info
190	A1036719	9/14/2016	ProgInfo	Application	New Program Info

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: <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>

## 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.

Browse... No file selected.

Save Inst. Dsgn [221-10A.DOCX](#)

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

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).

Browse... No file selected.

Save Gap Analysis [221-10B.DOCX](#)

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

Browse... No file selected.

Save Syllabi [221-10C.DOCX](#)

### Program Comments

Current Section Status: **Completed**

Include a comment

Include a comment

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

Mark Complete

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

Log

### Application Status

Application Status: **Open**

Include a comment

Include a comment

Complete Application

## 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

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

Mark Complete

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

11/29/2016, Assurance, 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

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