

Spring Newsletter 2018

CTEIS Informer



Final Enrollment Deadline

Remember **May 15th** is the last day that students may be entered into CTEIS. To generate funding, these students must:

- 1) be enrolled in at least one CTE course in CTEIS.
- 2) have a valid UIC attached to their profile.

If you have any questions about resolving UIC errors, please speak with your local UIC Resolver or contact the PTD Help Desk at (800) 203-0614 x128.

Program Certification Requirement

Districts are required to review/add information regarding the industry-recognized credentials available to students enrolled in state-approved CTE programs. For more information on how to review/add the certifications available to students for your programs, refer to the [View Programs guide](#).

Pilot Testers Needed

We are looking for Pilot testers to test new CTEIS functionality over the summer. If you are available to be a pilot tester, contact: [Doug Wiesner](mailto:doug.wiesner@ptdtechnology.com) at doug.wiesner@ptdtechnology.com. We are keen to provide a smooth user experience and your input is valuable!

Spring Training Schedule for 2018

Training Webinars	Date
Spring Enrollment & Completion Collection Webinar	May 1
Fiscal Agent Webinar	June 6
CEPD Administrator Webinar	June 7
Completing Spring Enrollment Webinar*	June 12

*Please note that **June 12** training is the eWorkshop for Completing Spring Enrollment. A link will be posted on the CTEIS homepage allowing any reporter to sign-in and out of the webinar throughout the day.

FAQs

<i>Q: I am not sure how many of my students count for funding purposes. How many students can I report as enrolled in a course?</i>	A: Please report ALL students who are enrolled in a CTE course section. CTEIS will then count the number of students who are eligible for funding.
<i>Q: I generate a lot of error messages when I run the validation process. How do I resolve these issues?</i>	A: See the Enrollment and Completion Resolution Guide on the CTEIS homepage for a complete list of validation errors and their resolutions.

May 08, 2018

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Training

Register online at <https://ptdtech.atlassian.net/wiki> by clicking "Register for Training" in the right-hand panel. or

[Click to register for the Spring Webinar.](#)

FAQs Continued...

<i>Q: How do I know which segments I should include in the course section records I am creating?</i>	A: All segment information should come from your course instructors and is often collected using an instructional design form. You may also access various reports detailing subsections and segments by selecting Reports > Building Reports and then choosing one of the available Instructional Design reports.
<i>Q: What do I do if I have UIC resolution problems and cannot contact my local UIC Resolver?</i>	A: You may contact the CEPI help desk at either cepi@micigan.gov or (517) 335-0505. Please only do this if your resolver is unavailable.



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**"Solving Your
Technology Puzzle"**