

# Spring Newsletter 2021

## CTEIS Informer



### Spring CTEIS: What You Need to Know!

#### Final Student Enrollment Deadline

Remember, **May 14<sup>th</sup>** is the last day that student enrollments 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 profiles.

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

#### Work Based Learning

Work Based Learning will be covered in the upcoming Spring Enrollment webinars. A [WBL guide](#) and training videos are also available on the CTEIS Knowledge Base. WBL experiences are due to your CEPD Administrator along with your spring enrollment data on June 17<sup>th</sup>.

#### Credentials

The Manage and Import Credentials features are open for data entry. A brief [Manage Credentials guide](#) is available on the CTEIS Knowledge Base, and credential entry will also be reviewed in the upcoming Spring Enrollment webinars.

Preliminary credential data is due along with your spring collection on June 17<sup>th</sup>, but you may continue to enter or edit credentials throughout the summer. Final credentials are due to OCTE on August 31<sup>st</sup>.

### OCTE COVID-19 Resources

OCTE has prepared FAQs and other documentation related to COVID-19 and its impact on the classroom. Please see the following link to continuing updates:

[MDE COVID-19 Education Information and Resources](#)

### EMC & Dual Enrollment Data Due Dates

Beginning in 2020-21, prior year CTE EMC and CTE Dual Enrollment data will be used to calculate Section 61b funds for the following year. Therefore, districts are no longer required to report all CTE EMC and CTE Dual Enrolled students in CTEIS by mid-March. The **due date is now June 17<sup>th</sup>** to match your other enrollment submissions.

### FAQs

**Q:** Am I required to input Work-Based Learning this year?

**A:** Yes. You may link WBL experiences to students using the **Manage Work Based Learning** feature found within the CTEIS Data Entry Menu.

**Q:** Am I required to report credentials my students earn?

**A:** Yes. You may link credentials to students using the **Manage Credentials** feature found within the CTEIS Data Entry Menu.

**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?

**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.

### May 2021

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#### Upcoming Training

Register for webinars online at:

[support.cteis.com/Training/Registration-General-Info](https://support.cteis.com/Training/Registration-General-Info)

**Fiscal Agent and CEPD Admin. Combined Training Webinar:**

Wednesday, June 9

**Completing Spring Enrollment e-Workshop:**

Tuesday, June 15

#### FAQs (Continued)

**Q:** I generate many error messages when I run the validation process. How do I resolve these issues?

**A:** See the [Enrollment & Completion Collection Error Resolution Guide](#) on the CTEIS Knowledge Base for a complete list of validation errors and resolutions.

**Q:** What do I do if I have UIC resolution problems and cannot contact my local UIC resolver?

**A:** You may contact the CEPI Help Desk at either [cepi@michigan.gov](mailto:cepi@michigan.gov) or (517) 335-0505. Please only do this if your resolver is unavailable.



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