

# Winter Newsletter 2016

## CTEIS Informer



### Follow-Up Begins

#### Preparation

The Follow-Up Survey gets underway in February. Follow-Up gathers information from students who recently completed a CTE program about how their CTE training has impacted their career choices. Your involvement in the Follow-Up survey is determined by your CTE Administrator. We published the list of students eligible for Follow-Up at the end of January.

#### Tips for Follow-Up

If this is your first time working on Follow-Up, be sure to:

- Attend training (see Follow-Up Training Dates below).
- Review the Follow-Up Training video
- Remember the CTEIS Help Desk phone number (1-800-203-0614 ext. 128 or 1-517-333-9363 ext. 128).

### Follow-Up Training Dates

Date	Location
02/04/2016	Webinar
02/08/2016	Kalamazoo RESA
02/09/2016	Kent ISD
02/11/2016	Bay Arenac ISD
02/16/2016	Webinar
02/17/2016	Wayne RESA
02/18/2016	Macomb ISD
02/23/2016	East Lansing (PTD Technology)
02/24/2016	Webinar

### Final Enrollment Deadline

CTEIS enrollments are required to be entered into CTEIS by **May 18th, 2016**. This means that all students must be enrolled in order for OCTE to ensure they are properly matched to complementary MDE data. All that is required is that the student be enrolled in at least one current course. You may update grades, segments, and other information at a later date. If you have any questions, please call the help desk.

### Four Michigan Schools Receive 2016 Excellence in Practice Awards

The Excellence in Practice awards recognize successful, exemplary state-approved Career and Technical Education (CTE) programs and career initiatives. These are programs that demonstrate outstanding outcomes, produce measurable results for students, and meet the challenge of high academic rigor.

### The 2016 Excellence in Practice Award for Career and Technical Education Program was presented to:

- Capital Area Career Center, Culinary Arts and Hospitality
- Kalamazoo RESA, Education for Employment Veterinary Science
- Calhoun ISD/Calhoun Area Career Center, a Comprehensive Approach to College and Career Readiness
- Traverse Bay Area Intermediate School District, Traverse Bay Area Early College

### Assessment Data Pulls

OCTE provides a data extraction service to all CTEIS Enrollment reporters to ease the process of organizing skill assessment tests for Concentrators and Completers. To take advantage of this service, simply enroll your students into the appropriate classes via Manage Enrollment. If you would like to take advantage of this service, please be sure to see that your students eligible for assessment are properly enrolled in a course in their program. From this, we will be able to extract all the students currently enrolled in that program and provide that information to the appropriate test vendor.

Upcoming dates for Assessment Pulls: **March 25, 2016** **April 15, 2016**

### February 8, 2016

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#### Training

Click to see schedule/register for **Spring Enrollment Optimization training** in March. CEPD Options training coming soon!

#### FAQ

Should CTEIS users input students' gross or net wages into the survey field that asks what they earn per hour / week / month / year?	Reporters should use gross wages since this allows for comparisons across different students. Net pay is unusable for comparisons between students because deductions taken out of paychecks vary.
What is the threshold for survey response rates that puts us in danger of being audited?	Generally, the state asks Follow-Up reporters to strive for a 90%-100% response rate as the survey is a key requirement for receiving Perkins monies. For anything less than 90%, you significantly raise the risk of a TRAC/audit finding.



PTD Technology 3001 Coolidge Road, Suite 403 East Lansing, MI 48823  
Phone: (517) 333-9363 Fax: (517) 332-3024  
E-mail: [CTEIS.Help@PTDtechnology.com](mailto:CTEIS.Help@PTDtechnology.com)

**"Solving Your Technology Puzzle"**