

Winter Newsletter 2021

CTEIS Informer



Winter CTEIS: What You Need to Know!

CTE and CTE EMC Program Application Window

New Program applications are no longer managed in CTEIS—they are now managed through the CTE Portal. Please contact your OCTE program consultants for more information.

February 15 to March 1: CEPD Administrators may submit CTE and CTE EMC program applications to OCTE.

Work Based Learning

The Work Based Learning module is out of the pilot phase and is fully operational. Thank you to all who participated in the pilot for your helpful feedback.

Work Based Learning will be covered in the upcoming Spring Enrollment webinars and a [WBL guide](#) is now available on the CTEIS Knowledge Base. Additional training videos will become available later this month. This data is due to your CEPD Administrator along with your spring enrollment data on June 17th.

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 17th, but you may continue to enter or edit credentials throughout the summer. Final credentials are due to OCTE on August 31st.

Enrollment and Completion Collection

Preparation

Spring Enrollment training begins in March with Optimizing Spring Enrollment. This presentation explores submission of spring enrollment data using advanced features such as importing and building reports. General Enrollment and Completion Collection webinars begin at the end of March and will run through May.

Tips for Spring Enrollment

- Register for training (see Spring Enrollment Training Dates).
- Review the **Spring Enrollment training videos**.
- Remember the CTEIS Help Desk phone number (800-203-0614 ext. 128 or 517-333-9363 ext. 128).

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 17th** to match your other enrollment submissions.

CTEIS Enrollment and Completion Collection Webinar Dates:

Wednesday, March 31
Thursday, April 8
Wednesday, April 14
Thursday, April 22
Wednesday, April 28
Wednesday, May 5

Completing Spring Enrollment e-Workshop:

Tuesday, June 15

February 2021

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Next Training

Register for webinars online at:
support.cteis.com/Training/Registration-General-Info

Optimizing Spring Enrollment Training Webinars:

Wednesday, March 10
Thursday, March 11

FAQs

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.



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