

CTEIS New User Training

September 2023

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Introduction:

- CTEIS Support Resources and PTD contact information found on: [Support.cteis.com](https://support.cteis.com)

02

CTEIS Program Overview:

- This section describes the CTEIS process, roles and access information, as well as terms you may encounter when collecting and entering CTEIS data.

03

CTEIS Data Collections Overview:

- The average Building Level Reporter will focus on completing three reports throughout the course of the year. Enrollments, Expenditures, and Follow-Up.

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CTEIS Data Submission and Review procedures:

- Each District will be required to submit a report indicating all operating programs to OCTE for the upcoming school year. CTEIS Reports are available for your review at any time and is the official data compiled from the entries into the CTEIS database.

05

Looking Ahead: Fall Data Entry

- Fall course and Staff data is due to CEPD Administrator: October 12, 2023 and to OCTE by: October 19, 2023.
- Expenditures Training October 5, 2023
- Follow-Up Training begins October 17, 2023.