CTEIS User Group Meeting (Teams)
Wednesday, May 11, 2022
9:00 – 10:00 am
Notes from Microsoft Teams Meeting

1. Attendance of CTEIS Representatives for each CEPD (obtained from **Chat**) – see last page.

2. PTD Technology Update
   ● Follow-up
     The Follow-up Reports will be available by the end of this week.

   ● MiLogin
     There are a number of CTEIS Users who have not linked their MEIS Accounts to MiLogin. Instructions can be found on the CTEIS Knowledge Base website below. If you have difficulty, please contact the CTEIS Help Desk for assistance.
     http://support.cteis.com/Portals/3/Create-MILogin-Third-Party-Account.pdf

   ● 4483 Enrollment Report
     Friday, May 13th is the deadline for enrolling students in course-sections of CTEIS with a valid UIC. This allows time for matching the students against MSDS and other state systems to obtain student information necessary to qualify for funding. (If a student cannot be matched with a valid MSDS record, the student is not eligible for State Aid funding.) If your students have not been entered into CTEIS course-sections by May 13th, OCTE cannot guarantee that they will be eligible for funding and Core Performance Indicators (CPIs).

   ● 3-year Instructional Design Report – is available in Excel format, and lists all segments (P-IV) and competencies (P-V) for each program and course. PTD also added Staff to this report.

   ● Program Enrollment History Report – will show a student's progress through the program, by reflecting the **prior year segments and competencies** each student has completed. (Note: Eventually, the segments shown on this report will be converted to competencies.) This report will be an Excel export.

   ● PTD Technology is continuing to work on converting P-IV segments to P-V competencies.

   • PTD is working on a replacement for the Completer Assessment Report.

   ● Competency Profile Report – will show the conversion of segments (that have been completed) and what they would look like as competencies. The combination of the Program Enrollment History Report, and the Competency Profile Report, will give the full picture of the student's progress through the program.

   ● The Completer Assessment Report will be renamed the **Student Advancement Report**, and is available in Excel spreadsheet format.

   ● Building export can be used to check current enrollment data.

3. Questions and Discussion
   ● What happens if students are not reported in course-sections of CTEIS with valid UICs by the May 13th deadline?
   Please continue reporting the students in CTEIS--the UIC checker and matching process will continue after the May 13th date. With all the matching processes that need to occur, May 13th is the last date that OCTE can guarantee that students will be matched in time to be eligible for funding and CPIs.

   ● If UIC errors are discovered by May 13th (and can't be resolved by May 13th), what should we do?
   The UIC checker and matching process will continue through June, so continue working to resolve UIC issues and report the students in CTEIS as quickly as possible.

   ● Can the UIC checking process be revised, so that valid UICs do not show up on the list of UIC errors?
   PTD Technology is looking into revising the process, so that once a UIC is checked, the system will allow that UIC to bypass the UIC checker.

   ● Several people have experienced import issues. Doug indicated that PTD Technology is aware of these issues, and many have been resolved. If you have any import issues, please contact the PTD helpdesk.

   ● If the course definition is changed <u>after</u> a student is enrolled, will we need to update the student? Yes

   ● When Work-Based Learning (WBL) records are uploaded, does CTEIS over-write the "old" record, or add (append) the uploaded records?
   The "new" WBL records will **<u>overwrite</u>** the "old" record. If you are having problems with this, please contact PTD Technology for help.

   ● Can course information be changed <u>after</u> the May 13th deadline?
   Yes, changes can be made up until the final due date of the 4483 Enrollment and Completion Report - **<u>June 16th</u>**.

<u>As Always…</u> We encourage the CTEIS User Group, as representatives for their CEPD, to share information gleaned from these conference calls with other CTEIS Users in your respective CEPDs. Forwarding the Notes and information received from the conference calls is a good way to keep everyone informed, and may help to reduce problems, concerns, and errors.

Please see the PTD Technology website below for Minutes of past conference calls and additional information.   http://support.cteis.com/Resources/User-Groups

CTEIS User Group Attendance

*__Note__: If you participated in the **May 11, 2022** Microsoft Teams meeting, and your CEPD is not checked, please email Joan Church to be added to the attendance list.

CEPD	Last Name	First Name	Representative	9-22-2021	11-17-2021	1-19-2022	3-09-2022	5-4-2022								
01	O'Leary	Dawn	☒	☒	☒	☒	☒	☒								
02	Smith	Shannon	☒	☒	☐	☒	☒	☒								
03	Wilmot	Erin	☒	☐	☐	☒	☒	☒								
04	Hauswirth	Abbey	☒	☐	☒	☒	☒	☒								
05	Miron	Jennie	☒	☒	☒	☒	☐	☒								
06	Darling	Emily	☒	☐	☐	☐	☐	☐								
07	Sanderson	Hannah	☒	☒	☒	☒	☒	☒								
08	Jaroneski	Debbie	☒	☒	☐	☐	☐	☐								
09	Kania	Angie	☒	☒	☒	☒	☐	☒								
10	Tennant	Colleen	☒	☒	☒	☒	☒	☒								
11	Smolarz	Lyndsay	☒	☒	☒	☒	☒	☒								
12	Young	Jay	☒	☒	☒	☒	☒	☒								
13	Zirkle (Hammond)	Stacy	☒	☒	☒	☒	☒	☐								
14	Teske	Jocelyn	☒	☒	☒	☒	☒	☒								
15	Smith	Amy Jo	☒	☐	☒	☐	☐	☐								
16	Behmlander	Patti	☒	☒	☒	☒	☐	☐								
17	Myers	Heidi	☒	☐	☐	☐	☐	☐								
18	Deans	Kim	☒	☒	☒	☒	☒	☒								
19	Nunn	Jodie	☒	☒	☒	☒	☐	☒								
20	Graves	Kelly	☒	☐	☐	☐	☐	☐								
21	Ferrier	Ashley	☒	☒	☒	☐	☐	☒								
22	Gerlach	Sharon	☒	☐	☒	☒	☒	☒								
23	Wright	Becky	☒	☐	☐	☐	☐	☐								
24	Higgins	Terri	☒	☐	☒	☒	☒	☒								
25	Gordon	Shelli	☒	☒	☒	☒	☒	☒								
26	Navarro	Tracy	☒	☒	☒	☒	☒	☐								
27	Genaw	Tammy	☒	☐	☒	☐	☐	☐								
28	Ball	Kristen	☒	☒	☐	☐	☐	☐								
29	Villarreal	Norma	☒	☒	☒	☒	☒	☒								
30	Nixon	Nicole	☒	☐	☒	☒	☒	☐								

CEPD	Last Name	First Name	Representative	9-22-2021	11-17-2021	1-19-2022	3-09-2022	5-4-2022
31	Courter	Jackie	☒	☐	☒	☒	☒	☒
32	Anderson	Holly	☒	☒	☒	☒	☒	☒
33	Rehkopf	Jacquie	☒	☒	☒	☒	☒	☒
34	Galvan	Debbie	☒	☒	☒	☒	☒	☒
35	Schomisch	Michael	☒	☒	☒	☒	☒	☒
36	Bowers	Katrina	☒	☒	☒	☒	☒	☒
37	Woods	Delinda	☒	☒	☒	☒	☒	☒
38	Blair	Kimberly	☒	☐	☐	☐	☐	☐
39	Billes	Steven	☒	☒	☒	☒	☒	☒
40	Williams	Shannon	☒	☒	☒	☒	☒	☒
41	Bailey	Michelle	☒	☒	☒	☐	☐	☐
42	Evers	Jason	☒	☒	☒	☒	☒	☒
43	Koch	Emily	☒	☐	☐	☒	☐	☒
44	Keck	Jeannine	☒	☒	☒	☒	☒	☐
45	Brugger	Sheila	☒	☒	☒	☐	☐	☒
46	Frank	Brenda	☒	☒	☒	☒	☒	☒
47	Steinberger	DyAnn	☒	☒	☒	☒	☒	☒
48	Lillie	Tanya	☒	☒	☒	☒	☐	☐
49	Kern	Trish	☒	☐	☒	☒	☐	☒
50	Sallee	Samantha	☒	☒	☒	☒	☒	☒
51	Fenning	Jennifer	☒	☒	☒	☒	☒	☒
52	Hazelman	Margo	☒	☒	☒	☒	☒	☒
53	Hills	Michele	☒	☒	☒	☒	☒	☐
PTD	Wiesner	Doug	☒	☒	☒	☒	☒	☒
OCTE	Church	Joan	☒	☒	☒	☒	☒	☒
OCTE	Milton	Valerie	☒	☒	☐	☒	☒	☒
OCTE	Kroll	Jill	☒	☐	☒	☒	☒	☒
OCTE	Ye	Yincheng	☒	☒	☒	☒	☐	☐