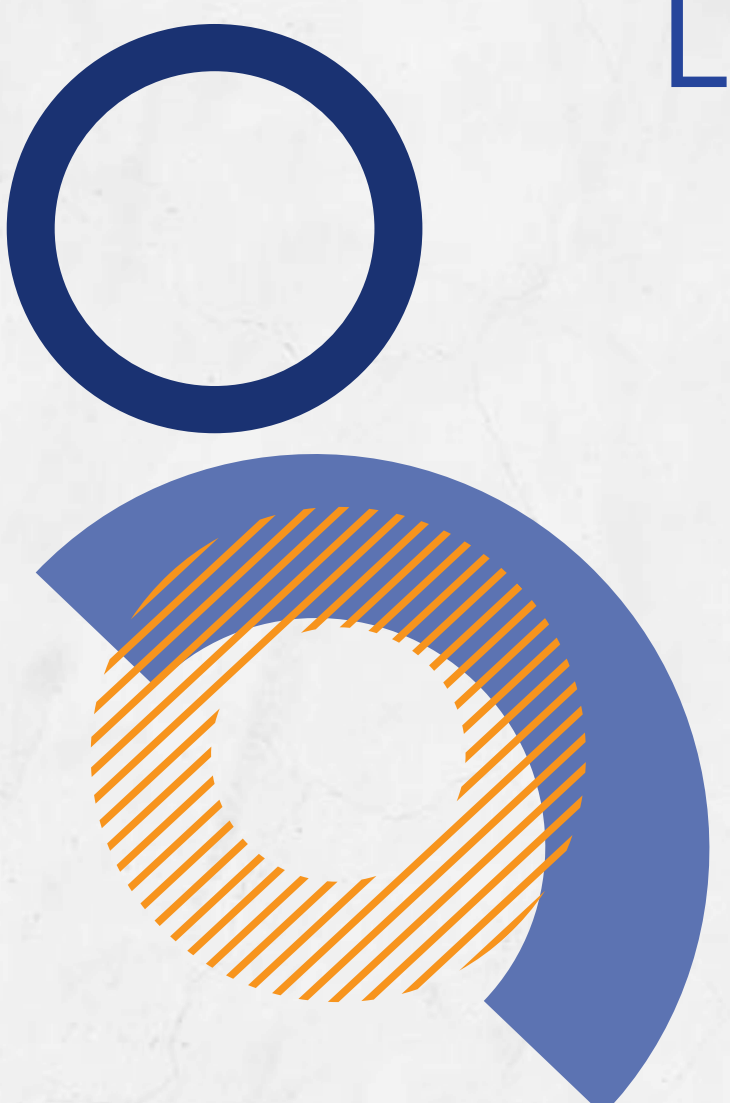
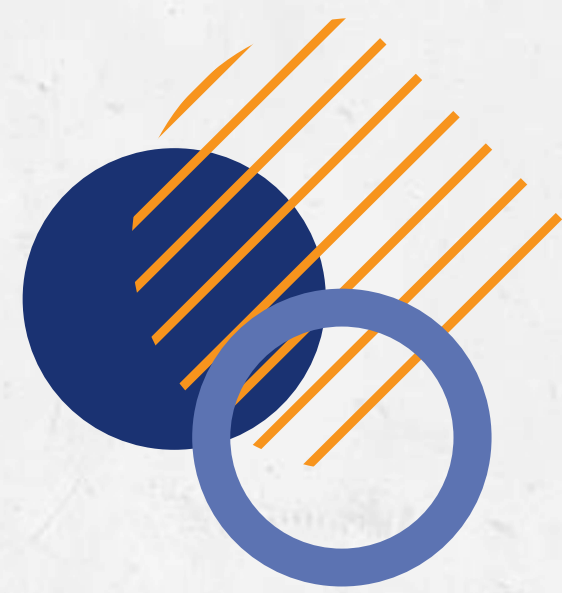







# CTEIS RESPONSIBILITIES

Level 5 Fiscal Agency Authorized Official  
And  
CEPD Administrator





# Table Of Content

-  **Division of Duties**  
Task and Responsibilities of CEPD Admin, FA, and Building Reporter
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Roles and resources for Fiscal Agents
-  **CEPD Administrator Responsibilities**  
Roles and resources for CEPD Administrators
-  **Reports Available/ Submission Process**  
Report resources available to review submission information.



# Division of Duties



Roles	Tasks and Responsibilities
CEPD Admin	<ul style="list-style-type: none"> <li>Assist FAs with Oversight of District Reporting Activities and Collections                             <ul style="list-style-type: none"> <li>Fall Course Review</li> <li>Expenditures</li> <li>Follow Up</li> <li>Enrollment</li> </ul> </li> <li>CEPD Options – Selection of PSNs to generate funds</li> </ul>
Fiscal Agent Level 5	<p>Oversight of Building Reporting Activities</p> <ul style="list-style-type: none"> <li>Fall Course Review</li> <li>Expenditures</li> <li>Follow Up</li> <li>Enrollment</li> </ul> <ul style="list-style-type: none"> <li>Manage CTEIS users within Fiscal Agency District</li> </ul>
Building Reporter	<p>Data entry</p> <ul style="list-style-type: none"> <li>Fall Course Review</li> <li>Expenditures</li> <li>Follow Up</li> <li>Enrollment</li> </ul>



# Timeline Of Events



<b>September/ October</b>	<ul style="list-style-type: none"><li>• FA's –Manage Users</li><li>• Begin Coordinating Expenditure personnel.</li><li>• Begin coordinating Follow-Up personnel.</li><li>• Begin coordinating Enrollment personnel and assisting with proper instructional design of classes.</li><li>• Oversee Work-Based Learning and Post-secondary credential collection.</li><li>• Class and staff enrollment data deadline</li></ul>
<b>November</b>	Expenditures report submission
<b>January</b>	Follow-Up report submission
<b>March/April</b>	CEPDS- Conduct CEPD Options selection process
<b>May</b>	Student enrollment data deadline
<b>June</b>	Enrollment report submission

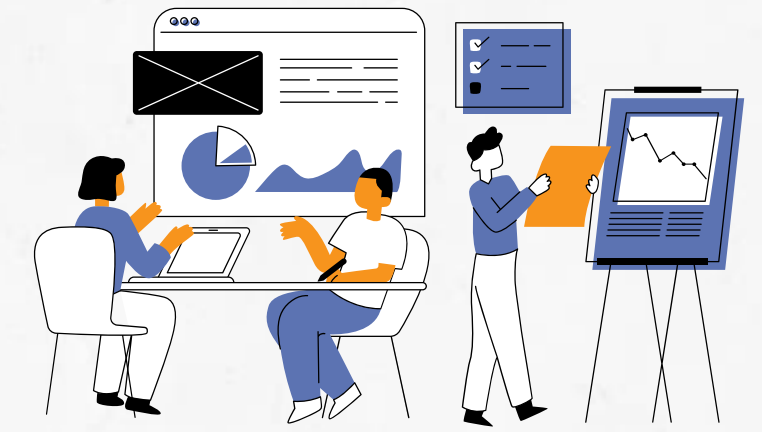
**\*Oversight and Coordination of Building Reporters:**

- September- November: Expenditures reporting, Enrollment Instructional Design.
- October-January: Follow Up Reporting
- November- June: Enrollment Reporting.



# Fiscal Agent

## Timeline of Events



<b>September</b>	Manage new users. Begin coordinating Expenditure personnel. Begin coordinating Follow-up personnel. Begin coordinating Enrollment personnel and assisting with proper instructional design of classes.
<b>October</b>	Class and Staff enrollment data deadline
<b>November</b>	Expenditures report submission Oversee Work-Based Learning and Post-secondary credential collection.
<b>January</b>	Follow-Up report submission
<b>April</b>	Oversee UIC/MSDS data review and maintenance.
<b>May</b>	Student enrollment data deadline
<b>June</b>	Enrollment report submission

To practice procedures please visit: [train.cteis.com](https://train.cteis.com) and use your MILogin Credentials.



# CEPD Administrator

## Timeline of Events

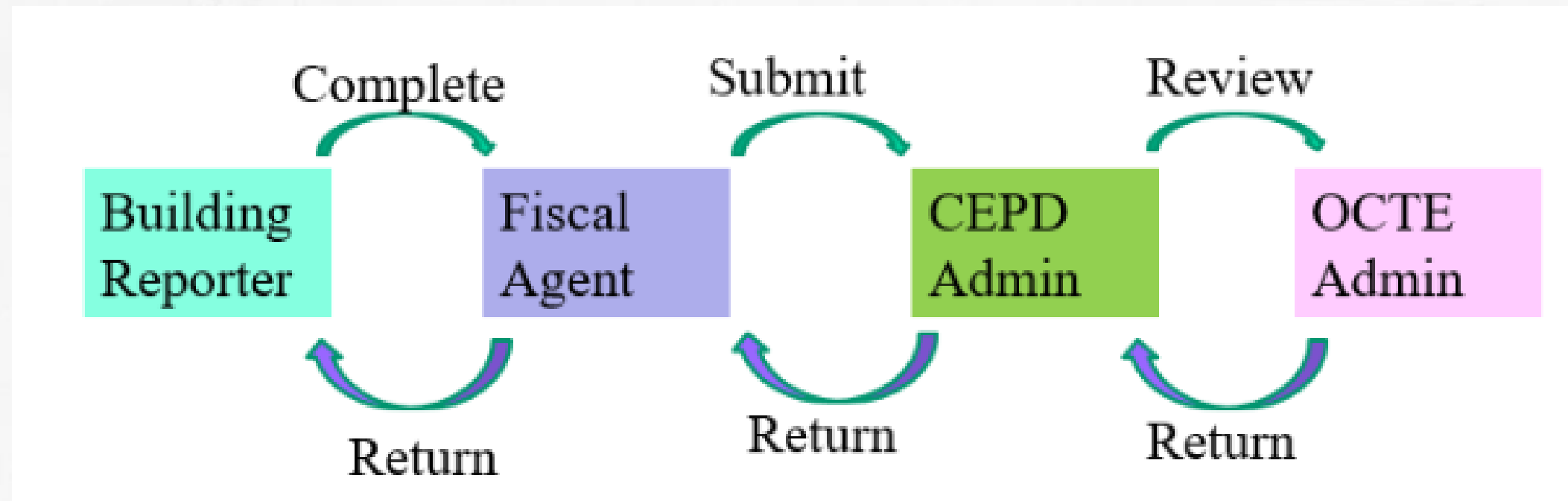


<b>September</b>	Assist new users. Begin coordinating Expenditure personnel. Begin coordinating Follow-up personnel. Begin coordinating Enrollment personnel and assisting with proper instructional design of classes.
<b>October</b>	Class and Staff enrollment data deadline
<b>November</b>	Expenditures report submission Oversee Work-Based Learning and Post-secondary credential collection.
<b>January</b>	Follow-Up report submission
<b>April</b>	Oversee UIC/MSDS data review and maintenance. Conduct CEPD Options selection process.
<b>May</b>	Student enrollment data deadline
<b>June</b>	Enrollment report submission/ CEPD Options Due June 8, 2023

To practice procedures please visit: [train.cteis.com](https://train.cteis.com) and use your MILogin Credentials.

# General Collection Process

Fall Course Collection  
Expenditures  
Follow Up  
Enrollment Collection





# CTEIS Reports

## Reviewing Courses:

*Instructional Design Report Export*

*List of Courses by Building Report*

*How to find*

Go to **Reports**, then **Building Reports**

Under **Program/Course Reports**

## Reviewing Students:

*Check UIC Button*

*Bad UIC by Building Report*

*UIC With No Current MSDS Report*

*How to find*

Go to **Reports**, then **Building Reports**

Under **Audit Reports.**

## Reviewing Enrollment:

*Program Enrollment History Report*

Go to **Reports**, then **Building Reports.**

*How to find*

Under **Program/Student Reports.**

CTE Course Listing for Bldg for year 2021-2022 MICHIGAN  
Michigan Department of Education

CEPD: 20  
Agency: (62000)-Newaygo County RESA  
District: (62000)-Newaygo County RESA  
Building: (06149)-Newaygo County Career Tech Center  
PSN/Program: (19879)-Agriculture, Agricultural Operations and Related Sciences  
Cip Code: (01.0000)-Reg

Course Section Code and Class Name	Room	Hour	Sem.	Begin Date	End Date	Staff Name	Virt. Del.	Dual Enr.
CTAS-2/02 - AG SCIENCE	AG		5	01/03/2022	06/09/2022	RENEE SCHWEITZER	NV	N1
CTAS-2/01 - AG SCIENCE	AG		5	01/03/2022	06/09/2022	RENEE SCHWEITZER	NV	N1
CTAS-1/01 - AG SCIENCE	AG		5	08/30/2021	12/17/2021	RENEE SCHWEITZER	NV	N1
CTAS-1/02 - AG SCIENCE	AG		5	08/30/2021	12/17/2021	RENEE SCHWEITZER	NV	N1

CTE Course Listing for Bldg for year 2021-2022 MICHIGAN  
Michigan Department of Education

CEPD: 20  
Agency: (62000)-Newaygo County RESA  
District: (62000)-Newaygo County RESA  
Building: (06149)-Newaygo County Career Tech Center  
PSN/Program: (18869)-Graphics Communications  
Cip Code: (10.0301)-Reg

Course Section Code and Class Name	Room	Hour	Sem.	Begin Date	End Date	Staff Name	Virt. Del.	Dual Enr.
CTGC-2/02 - GRAPHIC COMMUNICATIONS			5	01/03/2022	06/09/2022	DOUGLAS CLINK	NV	N1
CTGC-2/01 - GRAPHIC COMMUNICATIONS			5	01/03/2022	06/09/2022	DOUGLAS CLINK	NV	N1
CTGC-1/02 - GRAPHIC COMMUNICATIONS			5	08/30/2021	12/17/2021	DOUGLAS CLINK	NV	N1
CTGC-1/01 - GRAPHIC COMMUNICATIONS			5	08/30/2021	12/17/2021	DOUGLAS CLINK	NV	N1

Michigan Department of Education  
Office of Career and Technical Education - CTEIS Report

Invalid UIC's

CEPD: 20  
Fiscal Agency: Newaygo County RESA (62000)  
Building: Newaygo County Career Tech Center (06149)  
Home Facility: Grant High School

UIC	Student Name	Gender	DOB	Reason
0374351004	MILLER, NICHOLAS C	M	2/23/2004	UIC: 0374351004 valid.

5/27/2022 9:15:17 PM Revised 12/21 Page 1 of 4 CTEIS

Michigan Department of Education  
Office of Career and Technical Education - CTEIS Report

Invalid UIC's

CEPD: 20  
Fiscal Agency: Newaygo County RESA (62000)  
Building: Newaygo County Career Tech Center (06149)  
Home Facility: Tri County Senior High School

UIC	Student Name	Gender	DOB	Reason
0782720042	PENNINGTON, JESSE D	M	9/8/2004	UIC: 0782720042 invalid, Found UIC: 7827201042, FirstName: Jesse, LastName: Pennington

5/27/2022 9:15:17 PM Revised 12/21 Page 2 of 4 CTEIS

AutoSave Off ProgramEnrollmentExport (11) - Protected View

File Home Insert Page Layout Formulas Data Review View Help Acrobat

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

	A	B	C
A1			PSN
1	PSN	CipCode PerkinsType	Program Comp/Seg
2	19879	01.0000 P4	1   2   3   4   5   6   7   8   9   10   11   12   Q
3	19879	01.0000 P4	
4	19879	01.0000 P4	
5	19879	01.0000 P4	
6	19879	01.0000 P4	
7	19879	01.0000 P4	
8	19879	01.0000 P4	
9	19879	01.0000 P4	
10	19879	01.0000 P4	
11	19879	01.0000 P4	
12	19879	01.0000 P4	
13	19879	01.0000 P4	
14	19879	01.0000 P4	
15	19879	01.0000 P4	





# CTEIS Reports

**Reviewing Enrollment:**

*Program Counts Report*

*How to find*

**Go to Reports, then Building Reports**

**Under Program/Student Reports**

Michigan Department of Education  
Office of Career and Technical Education - CTEIS Report

**Program Counts by Home Facility**

CEPD: 20  
Fiscal Agency: Newaygo County RESA (62000)  
Oper. Agency: Newaygo County RESA (62000)

Building: Newaygo County Career Tech Center (06149)  
Sending District: 01324 - Fremont High School

Program Info	Total Females	Total Males	Overall
01.0000-19879 - Agriculture, Agricultural Operations and Related Sciences (Reg)	5	1	6
10.0301-18889 - Graphics Communications (Reg)	6	3	9
11.0901-20519 - Computer Syst Networking & Telecommunications (Reg)	0	6	6
12.0400-101 - Cosmetology (Reg)	2	0	2
12.0500-20086 - Cooking & Related Culinary Arts, General (Reg)	4	3	7
13.0000-20950 - Education General (Reg)	12	0	12
15.0000-20957 - Engineering Technology (Reg)	0	6	6
46.0000-14027 - Construction Trades (Reg)	1	11	12
47.0604-95 - Automobile Technician (ASE Certified) (Reg)	1	8	9
47.0613-9081 - Medium/Heavy Truck Technician (ASE Certified) (Reg)	1	7	8
48.0501-20964 - Machine Tool Technology/Machinist (Reg)	1	4	5
48.0508-100 - Welding, Brazing/Soldering (Reg)	0	9	9
51.0000-16411 - Therapeutic Services (Reg)	6	0	6
52.0299-19235 - Business Admin Mgt & Operations (Reg)	0	3	3
52.0800-19241 - Finance & Financial Mgt Services (Reg)	1	2	3
<b>Sending District Totals:</b>	<b>41</b>	<b>63</b>	<b>104</b>

*Class Student List Report*

*How to find*

**Go to Reports, then Building Reports.**

**Under Audit Reports**

Michigan Department of Education  
Office of Career and Technical Education - CTEIS REPORT

**Class Student List for 2021-2022**

Op Bldg: Mecosta-Oshtemo Career Center(06586) Region: 07 CEPD: 19 FA: Mecosta-Oshtemo ISD(54000) OA: Mecosta-Oshtemo ISD(54000)

CSC: GC2 Course: Graphic Communications  
Semester Type: 2 Instructor: Klimek, Andrew Course Hour:  
PSN: 8448 CIP: 10.0301 Start Date: 1/3/2022 End Date: 6/2/2022

Segment: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 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# Help Is Available

## Technical Help

- For technical questions regarding data collection
- If you need assistance with importing or entering data
- For any issues relating to CTEIS operations or usage

PTD Help Desk

[cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com)

(800) 203-0614 or (517) 333-9363

Ext. 128

## Policy Help

- For direct questions regarding OCTE policy issues

Joan Church

[ChurchJ@michigan.gov](mailto:ChurchJ@michigan.gov)

(517) 335-0360





# Thank You



Questions?


Thank You!

**CTEIS Training Evaluation**  
Required Fields \*

**Your name:**

**Email:**

**Training Class (Choose One) \***  
Spring Enrollment/Completion Collection

**Date \***  
 /  /    
MM DD YYYY

Don't forget to fill out our  
Training Evaluation Form at

[support.cteis.com](http://support.cteis.com)

We value your feedback!

Please fill out the survey questionnaire: <http://support.cteis.com/Training/Registration-General-info/CTEIS-Training-Evaluation>