CEPD Options

The CEPD Options module provides a way for CEPD Administrators to identify specific programs that they want to fund with their CEPD Share dollars.

The CEPD Options page lists every state approved CTE program within each CEPD. CEPD Administrators are responsible for identifying the individual programs to funds with their CEPD Share dollars. Only those programs **selected** (checked) by the CEPD Administrator will generate CEPD Share dollars.

Steps for CEPD Options Program Submission:

> **Please Note: If you are a CEPD Administrator for more than one District, you will need to complete this process separately for each CEPD.*

To select programs to generate funding from the CEPD's Share of funding:

Step 1. Log into CTEIS at www.milogintp.michigan.gov with your MILogin username and password.

Step 2. From the navigation bar, click the **Admin** tab. Under the CEPD Admin column, select CEPD Options.

Step 3. In the CEPD Options Records grid, click the box next to the program to mark it to select it to receive a portion of your CEPD's Share. Unclick the box next to the highlighted program to deselect it if you do not wish to fund it with CEPD Share dollars. You may select multiple programs by using the "**Select All**" button at the top of the grid, likewise the "Unselect All" button clears all selected programs. Clicking the "Select NON-60%" button selects all programs that will not generate 60% funds.

Functions of buttons located at the top of the grid:

Select All: Selects every program in the CEPD.
Unselect All: Clears selected programs.
Select Non 60%: Selects all programs that will not generate 60% funds.

[SELECT ALL] [UNSELECT ALL] [SELECT NON-60%]

Step 4. Click the **Save button** at the bottom of the screen to save your changes. You may continue to edit your selections throughout the period that CEPD Options remain open.

Step 5. Once you are ready to submit your final selections to OCTE, click the "**Submit"
button** to submit all records to OCTE. This locks the report and sends your program
selections to OCTE. Clicking the "**Export" button** generates an Excel report that reflects all
programs selected to receive CEPD share dollars and allows you to review and save your
selections offline.

> *Please note: If you notice errors or would like to change program selections after
> submission, please contact OCTE to have your CEPD Options reopened for changes.*

Calculation of CEPD Option Funds for Selected Programs

The following formula will be applied to each **selected** program, to determine the amount
of CEPD Share dollars generated by each individual program:

$[E(a)+P(b)+N(c)+C+(d)]*M$ = **PSN Formula Value**

Explanation of Formula Components:

E = number of **Enrollees** (or participants) in the PSN
P= number of **Participants** in the PSN
N = number of **Concentrators** in the PSN
C = number of **Concentrators+** in the PSN

a = 0.5 (weight for Enrollees)
b = 1 (weight for Participants)
c = 5 (weight for Concentrators)
d= 10 (weight for Concentrators+)
M = Cost Factor Weight (1, 5, or 10)

● Once the above formula has been applied to the **selected** programs, the **PSN Formula
Value** for each selected program is then summed to get the **CEPD Total PSN Formula
Value**.
● Each program's **PSN Formula Value** is then divided by the **CEPD Total PSN Formula
Value**, which results in a fraction for each program (PSN).

● Each program's fraction is then multiplied by the actual **CEPD Share**, to determine the amount of CEPD Share dollars that each selected program (PSN) will receive.

Explanation of Columns

Selected: Click a row to select or deselect a program. All **selected** programs will receive funds from your CEPD Share – even programs that already generate 60% funds.

PSN: This column reflects the **P**rogram **S**erial **N**umber for each program, which is a system-generated and unique identification code.

CIP Code: This column reflects the **C**lassification of **I**nstructional **P**rogram Code for each program, which is a state-assigned code that identifies the program.

Enrollment Counts: This column reflects the **current** number of **unique** students enrolled in the PSN for the school year. The information in this column may be helpful in deciding which programs to fund with your CEPD Share. It may also be useful in verifying the accuracy and completeness of student enrollment currently reported.

Program Name: This column reflects the state-assigned program name – specific to the CIP Code.

Sixty Percent: This column indicates whether or not the program will generate 60% funds (yes or no).

Fiscal District Name: This column identifies the **Fiscal Agency Name** for each program.

Building Name: This column identifies the **Building Name** for each program.

Explanation of Buttons

The following buttons offer shortcut options to assist you in making modifications to your program selections:

Select All: This button selects **all** programs in the CEPD.

> Practical Use: If you want to select a large number of programs, you can choose **Select All** to check all programs, and then individually **unmark** the programs you do not want to fund.

Unselect All: This button **clears all** selected programs in the CEPD.

> Practical Use: If you want to select only a few programs, you can choose **Unselect All** to remove the colored highlights marking all selected programs, then select the few individual programs you want to fund.

Select non-60%: This button selects only programs that will **not** generate 60% funds, marking only the records that are unchecked within the **60% column**.

> Practical Use: If you want to see the programs that will **not** receive any 60% funds - unless selected to received CEPD Options funds – click this button.

Reset: This button will restore the **most recently saved** set of program selections.

Save: This button saves your program selections. Once you have selected the programs to be funded with CEPD Share dollars, click the **Save** button to retain your selection.

All selected programs will receive a portion of your CEPD Share dollars. If you would like to revise your program selection after you have saved your program selections and exited the

CEPD Options screen, you may do so at any time during the CEPD Options reporting period. Simply reopen the module, make your changes, and click **Save** to update your program selections.

Submit: After you have selected your programs and finished making changes, click the submit button to submit your data to OCTE. (This button locks the report and prevents further changes.) If changes are needed _after_ submission, contact OCTE to unlock the report.

Export Button: This button generates a report that reflects all the programs you have selected to receive CEPD Share dollars. Once you have selected and saved your programs, click the **Export** button to generate a report that reflects your program selection.