

CTEIS INTRODUCTION

Welcome to CTEIS, the Career and Technical Education Information System!

“What is CTEIS and how do I use it?” CTEIS is a Web-based application that allows you to report enrollment information for state-approved CTE programs to the State of Michigan. To access it, you may log into the system at: milogintp.michigan.gov using your MI Login username and password. The average building level reporter will focus on completing three reports throughout the course of the year. Enrollments, Expenditures, and Follow Up. When collecting data for CTEIS Reporting:

- Receive class instructional design from staff, enter instructional design into CTEIS, and verify effective design structure by obtaining
- Enter all available courses and student information into CTEIS, print student class lists, and obtain teacher signatures.
- Run Enrollment Validation to check for errors.
- Address all student UIC and MSDS data issues.
- Verify all entries by printing student class lists and obtaining teacher signatures.
- Enter and validate all CTEIS expenditures.
- Conduct the Follow-Up survey.

ENROLLMENT	EXPENDITURES	FOLLOW-UP
Begin in September	Begin in September	Begin in October
<i>Fall Course Collection:</i> Complete in October	Complete in November	Complete in January
<i>Spring Collection</i> <i>(Including credentials and WBL)</i> Complete in June		

PRIMARY GOALS AND ROLE FUNCTIONS OF CTEIS



Primary Goals

1. Collect CTE enrollment data to determine 61a (1) and 61b fund distribution.
2. Collect data required for federal Perkins reporting, for calculation of the Perkins Core Performance Indicators (CPIs), and for the Consolidated Annual Report (CAR).

Secondary Goals

1. Link CTE data to information housed within the MSDS.
2. Monitor the effectiveness of CTE programs.

The information you input into CTEIS is used to determine funding for your programs and is reported to the federal government via the CAR.

CTEIS ON THE WEB

CTEIS is a Web-based application. This means that when using CTEIS:

- You do not need to install any software or updates.
- You can access CTEIS anywhere via a computer with an Internet connection.
- All information to be reported to the state is housed centrally.
- You do not need to back up your files.

CTEIS is designed to work with the most recent version of several popular Web browsers including **Microsoft Edge, Mozilla Firefox, and Google Chrome**. By logging in with your username and password you may view all data to which your Fiscal Agency Authorized Official has provided you access.