

SUBMISSION PROCESSES

To ensure that OCTE can accurately answer questions about the number of operating CTE programs each year, districts will be required to submit a report indicating all PSNs that will operate in the coming school year and the primary teacher who will be providing instruction. There are four data collection periods during the year: Fall Data Entry, Expenditures, Follow-Up, and Spring Enrollment Data Collection.

How To Review and Submit Data Collection

1. Log into CTEIS at: [MILogin - Login \(michigan.gov\)](https://milogin.michigan.gov) with MI Login username and password.
2. From the navigation bar, click Data Entry, then Building Course Review.
3. Use the Select District drop-down list to indicate the district for which you are compiling reports. The data grid displays a list of your active buildings.
4. Click the View button to the left of a building name to run the building review. The review process lists all courses you have entered as well as their details.
5. You may click the Export to Excel button to export course lists into an Excel spreadsheet for review off line.
6. When your courses are error-free, click the Complete button within a building's row to submit its data for review. This locks your data and checks the building off your list.

The screenshot shows a web interface titled "Fall Course Collection Completion". At the top, there is a dropdown menu labeled "My District Schools". Below this is a table with columns: BuildingStatus, OANO, OA Name, OBNO, Building Name, Building Status, Fiscal Status, and Cepd Status. The table contains six rows representing buildings A through F. Each row has a "VIEW" and "EXPORT" button. The "Building Status" column has an "X" for buildings A through E, and a "COMPLETE" button for building F.

| BuildingStatus | OANO | OA Name | OBNO | Building Name | Building Status | Fiscal Status | Cepd Status |
|----------------|-------|---------------------|-------|---------------|-----------------|---------------|-------------|
| VIEW EXPORT | 99999 | My District Schools | 00001 | Building A | X | X | |
| VIEW EXPORT | 99999 | My District Schools | 00002 | Building B | X | X | |
| VIEW EXPORT | 99999 | My District Schools | 00003 | Building C | X | | |
| VIEW EXPORT | 99999 | My District Schools | 00004 | Building D | X | X | |
| VIEW EXPORT | 99999 | My District Schools | 00005 | Building E | X | | |
| VIEW EXPORT | 99999 | My District Schools | 00006 | Building F | COMPLETE | | |

Review and Submission for FA Authorized Officials and CEPD Administrator

In the web-based Career and Technical Education Information System (CTEIS), reports may only be submitted by an authorized official of the Fiscal Agency and reviewed by a CEPD Administrator. CTEIS will inform Fiscal Agency authorized officials via email when reports at the building level are ready for review. Likewise, CEPD administrators are notified by email when a report is submitted by a Fiscal Agency authorized official. CEPD administrators must then examine all reports submitted by Fiscal Agency authorized officials and indicate that the review is complete so that the reports may be accepted and compiled by the Office of Career and Technical Education.

Viewing your reports:

You will need to review the courses of each building within your building grid. Click the VIEW button beside a building to view course details, which are displayed beneath your building grid. Verify course details, you may click the EXPORT button to export your raw building data into a Microsoft Excel workbook for printing and further review. If you have questions about your building submissions, please contact Joan Church at (517) 335-0360 for more information.

Submitting your Reports:

On the Building Course Collection Completion screen, an “X” appearing under the Building Status column indicates a building that has submitted report data for review. During your review, if any report requires revision, you may click the RETURN button to request that a building's course information be edited and resubmitted.