

# Fall Newsletter 2015

## CTEIS Informer



### CTEIS User Group Conference Call Dates

September 16, 2015 (10:00-11:00 am)  
November 18, 2015 (9:00-10:00 am)  
January 13, 2016 (9:00 – 10:00 am)  
March 9, 2016 (9:00 – 10:00 am)  
May 18, 2016 (9:00 – 10:00 am)

### CTEIS on YouTube

You can now view CTEIS Training videos on the CTEIS YouTube channel. Click [CTEIS YouTube Channel](#) or go to [www.youtube.com](http://www.youtube.com) and type CTEIS in the search box, then click the CTEIS channel.

### OCTE Blog News

#### Segment Q—Flexibility in When to Assess

Students who completed courses covering all 12 segments in a state-approved CTE program who did not take the required technical skill assessment for the program **may take the assessment in a subsequent year if the student is enrolled in an advanced content “Segment Q” course section in the year he or she takes the assessment.** In this case the student will be identified as a program completer and will count as having met the assessment requirement in that year.

#### Core Classes and CTE

It has been brought to our attention that some districts have been incorrectly reporting academic core classes in CTEIS, with the rationale that the course covered two or more of the CTE “segments,” so therefore they believed that they could count this in CTEIS. This is not true!

Only CTE-specific courses may be reported and not core required courses.

Read more on the the [OCTE Blog](#) or check the [OCTE Updates](#) section on the CTEIS Documentation and Knowledge Base Wiki.

### Upcoming Fall Training

#### New User Orientation (Sept. 8 – Oct. 2)

A brief training designed to introduce district staff to the terminology, structure, and reporting processes of CTEIS.

*Approx. training duration: 1 hour*

#### Who benefits from this training?

- First-time CTEIS users assigned an Enrollment Data Entry role.
- Enrollment data reporters with limited CTEIS experience.

#### Fall Data Entry (Sept. 8 – Oct. 2)

A training session designed to introduce reporters to the process of collecting enrollment data in preparation for the Spring Enrollment and Completion Collection. New system features and announcements will be addressed, and other topics of discussion include entering course, staff, student, and enrollment data into CTEIS; using the CTEIS import feature; and verifying information via CTEIS reports.

*Approx. training duration: 2.5 hours*

#### Who benefits from this training?

- First-time CTEIS users assigned an Enrollment Data Entry role.
- Enrollment data reporters with limited CTEIS experience.
- Seasoned enrollment reporters who wish to remain current with CTEIS updates.
- FAs/CEPD Administrators seeking formal experience in utilizing CTEIS effectively.

### August, 2015

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#### Register for CTEIS training and check training schedules at:

<http://www.ptdtechnology.com/CTEIS/ScheduleRegisterforTraining.aspx>

#### Expenditures (Oct. 5 – Oct. 30)

A training session designed to guide reporters to the completion of the Expenditures report. New system features and announcements will be addressed, and other topics of discussion include interpreting the Added Cost Expenditures Worksheet, collecting and entering expenditure information into CTEIS, creating distribution lists, and validating and submitting report data to OCTE.

*Approx. training duration: 3 hours*

#### Who benefits from this training?

- First-time CTEIS users assigned an Expenditures Data Entry role.
- Expenditure data reporters with limited CTEIS experience.
- Seasoned expenditure reporters who wish to remain current with CTEIS updates.
- FAs/CEPD Administrators seeking formal experience in utilizing CTEIS effectively.



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Technology Puzzle"**