CTEIS Year-End Enrollment Completion Training

APRIL 2023

01

Introduction:

- CTEIS Support Resources and PTD contact information found on: Support.cteis.com

02

Spring Tasks Recap:

- Review of topics from Spring Tasks 2023. Reference documents found on CTEIS Knowledgebase.

03

Tasks for the coming weeks:

- Verify that CTE course sections are entered accurately.
- Teachers are properly assigned to classes.
- Students have valid UICs.
- Students are enrolled in the correct courses; grades are recorded and verify they will receive the segments/competencies they need.
- Credentials are linked to students correctly.
- Work Based Learning experiences are recorded.

CTEIS Year-End Enrollment Completion Training

APRIL 2023

04

Run Validation and Enrollment Submission:

- Demo on train.cteis.com. We will demonstrate how to run validation and how to correct errors for Spring Report submission.

05

Looking Ahead: Completing your Enrollment

- May 12, 2023. All students must be enrolled in at least one CTEIS course section with correct UICs and MSDS fields must be up to date.
- FA/ CEPD Admin training May 31, 2023
- Completing Spring Enrollment e-workshop June 13, 2023
- End of Year Completion date: June 15, 2023. Due to OCTE: June 22, 2023.