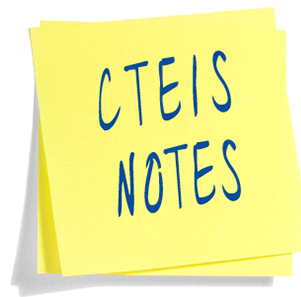


## FOLLOW-UP REPORT TRAINING INFORMATION



### FOLLOW-UP DUE DATES:

Report due to CEPD: **January 8, 2020**

Report due to OCTE: **January 15, 2020**

### DESCRIPTION:

**The Follow-Up Report** is the survey of program concentrators and their continued use of CTE skills. This survey is conducted by telephone, mail, and email. Follow-Up training opportunities include 4 webinars. Additionally, an online video is available at all times.

**Presentation:** The morning webinar will include instruction on how to conduct your survey as well as how to complete your report. Demonstrations will be given utilizing the CTEIS application. Webinar participants may download handouts and manuals during the presentation or directly from the CTEIS website at [www.cteis.com](http://www.cteis.com).

### Before training, please verify the following:

- Your MEIS account username and password.  
If you do not have a MEIS account, you may create one at <https://mdoe.state.mi.us/meis>.
- Ensure you are able to login to CTEIS with your MEIS account username and password.  
You can verify your login works at [www.cteis.com](http://www.cteis.com). If you are sure you have a valid MEIS account but are unable to login to CTEIS, contact your Level 5 Fiscal Agency Authorized Official.

### TRAINING DAY AGENDA:

Webinar presentation from 9:00 AM to 12:00 PM

### TRAINING CALENDAR:

Date	Location
10/09/2019	Webinar
10/15/2019	Webinar
10/23/2019	Webinar
10/31/2019	Webinar