

**MICHIGAN**



# Follow-Up Report Review and Submission



*For  
CEPD  
Administrators*

**January 2019**

# **REVIEW AND SUBMISSION OF THE FOLLOW-UP REPORT FOR CEPD ADMINISTRATORS**

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In the web-based Career and Technical Education Information System (CTEIS), reports may only be submitted by an authorized official of the Fiscal Agency. 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 examine all reports submitted by Fiscal Agency authorized officials and indicate that the CEPD Administrator review is complete so that the reports may be accepted and compiled by the Office of Career and Technical Education.

This booklet contains instructions for the review and submission of Follow-Up reports for CEPD Administrators.



## **To begin reviewing your report:**

Navigate to [www.cteis.com](http://www.cteis.com) and enter your MEIS user name and password into the panel at the top left side of the screen to login to CTEIS.

Observe the menu buttons within the left-hand navigation panel of the login screen. Select **CEPD Admin → Follow Up Review** to go to the Follow Up CEPD Review screen. If necessary, choose a Fiscal Agency from the drop-down menu; the "Follow Up Buildings Completion" grid will display a list of operating buildings within the selected Fiscal Agency and the report status of each building.



Follow Up Buildings Completion							
Report	Building #	Building Name	Comp/Total	Comp%	Bldg	FA	CEPD
<a href="#">Report</a>	00000	Contracted Programs	0/0	0			
<a href="#">Report</a>	00001	Byron Area High School	19/19	100	X	X	<a href="#">Complete</a>
<a href="#">Report</a>	00002	Durand Area High School	23/23	100	X	X	<a href="#">Complete</a>
<a href="#">Report</a>	00003	Laingsburg High School	5/5	100	X	X	<a href="#">Complete</a>
<a href="#">Report</a>	00004	New Lothrop High School	11/11	100	X	X	<a href="#">Complete</a>
<a href="#">Report</a>	00005	Perry High School	5/5	100	X	X	<a href="#">Complete</a>
<a href="#">Report</a>	00006	Corunna High School	32/32	100	X	X	<a href="#">Complete</a>
<a href="#">Report</a>	00007	Owosso High School	11/11	100	X	X	<a href="#">Complete</a>

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Those buildings with an “X” in the **Bldg (Building Status)** column have been marked as complete by your building level reporters. An “X” must also appear under the **FA (Fiscal Agency Status)** column to signify that the Fiscal Agency authorized official has submitted the report and that it is ready for review by the CEPD Administrator. When the CEPD administrator review is complete, an “X” will appear under the column marked **CEPD (CEPD Status)**.

## Viewing your reports:

You will need to review the reports of each building within your "Follow Up Buildings Completion" grid. These reports become available only when building reporters submit data for the current year. To review the Follow-Up report for a building, click the [Report](#) link to the left of the building name.

Follow Up (X0603) Survey Results for: Michigan Department of Education Office of Career and Technical Education - CTEIS Report												
CEPD:	00	Fiscal Agency:	00000 - Regional ESD									
Operating Agency:	00000 - Public School District											
Operating Building:	00000 - High School											
CIP Code	Program Name	PSN	2014 12th	2013 11th	Total	Comp Survey	Non Contact	Survey %				
01.0000	Agr, Agr Oper & Rel Sci	99999	14	0	14	14	0	100 %				
46.0000	Construction Trades	99999	13	0	13	13	0	100 %				
48.0501	Machine Tool Technology/Machinist	99999	20	0	20	19	1	95 %				
48.0701	Woodworking General	99999	20	0	20	20	0	100 %				
<b>Total for High School</b>		<b>67</b>	<b>0</b>	<b>67</b>	<b>66</b>	<b>1</b>	<b>99 %</b>					

To print your lists and reports, you must first export them to another format. Using the “Export to the selected format” drop-down list, choose either Acrobat PDF, Microsoft Excel, or Rich Text. The “Export” button becomes active when your selection is made, and you may save and print hard copies of your reports from within the chosen application. PDF is the recommended printing format as Excel and text exports may not correctly render the layout of your report.

## Submitting your reports:

On the Follow Up CEPD Review screen, an “X” appearing under the **Bldg** column indicates a building that has submitted report data for review. During the course of your review, if any report requires revision, you may click the Comp./Ret. link and use the **Return** button to request that a building's enrollment information be edited and resubmitted.

When you are satisfied that a building report is complete and accurate, indicate your approval by clicking the Comp./Ret. link and using the **Complete** button within the resulting pop-up window. An “X” appears under the **CEPD** column to indicate that the report can now be reviewed and accepted by the Office of Career and Technical Education.

Follow Up Buildings Completion							
Report	Building #	Building Name	Comp/Total	Comp%	Bldg	FA	CEPD
<a href="#">Report</a>	00000	Contracted Programs	0/0	0			
<a href="#">Report</a>	00001	Byron Area High School	19/19	100	X	X	X
<a href="#">Report</a>	00002	Durand Area High School	23/23	100	X	X	X
<a href="#">Report</a>	00003	Laingsburg High School	5/5	100	X	X	X
<a href="#">Report</a>	00004	New Lothrop High School	11/11	100	X	X	X
<a href="#">Report</a>	00005	Perry High School	5/5	100	X	X	X
<a href="#">Report</a>	00006	Corunna High School	32/32	100	X	X	X
<a href="#">Report</a>	00007	Owosso High School	11/11	100	X	X	X

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Once all data has been collected for your buildings, submitted by the Fiscal Agency authorized official, and the CEPD administrator review is complete, the report will be reviewed and accepted by the Office of Career and Technical Education.

If you have questions regarding the Follow-Up report, please contact Yincheng Ye, Office of Career and Technical Education, at [YeY@michigan.gov](mailto:YeY@michigan.gov) or (517) 241-7652.

Requests for technical assistance with CTEIS may be directed to the CTEIS Help Desk at [cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com), (517) 333-9363, ext. 128, or (800) 203-0614, ext. 128.

General questions regarding CTEIS and the report submission and review process may be directed to the Office of Career and Technical Education at (517) 373-3373.