



# **CTEIS Spring Training**

## **CEPD Admin/ Level 5 Fiscal Agent**

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# Agenda

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- Introduction
- Level 5 Fiscal Agent Spring Tasks
- CEPD Administrator Spring Tasks
- Looking Ahead



# Level 5 Fiscal Agency Authorized Official tasks:

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- Oversee Enrollment Completion and Submission from Building Reporters
- Review Reports: Completer Assessment Summary, Student Advancement Export, and Program Enrollment History found on CTEIS.com
- Error Resolution Guide is a helpful tool for validation errors and warnings.
- Fiscal Agent Validation and Submission Demo. \*New assertion function to agree that all data is accurate before submission.
- Enrollment Reports due to CEPD Admin: June 13, 2024

# CEPD Administrator tasks:

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- Assist Fiscal Agents with oversight of Enrollment Completion.
- Review Reports: Building Enrollment Report provides enrollment data recorded in CTEIS.
- Error Resolution Guide is a helpful tool for validation errors and warnings.
- CEPD Administrator Validation and Enrollment Submission Demo.  
\*New assertion function to agree that all data is accurate before submission.
- CEPD Options Selection.

# CEPD Options Selection tasks:

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CEPD Options selection is a process that allows CEPD Administrators to identify specific programs they want to fund with their CEPD Share dollars.

- Make your selections using CTEIS screens to identify programs.
- Save your selections and review them until the CEPD Options due date.
- Only those programs selected (checked) by the CEPD Admin will generate CEPD Share dollars.

## Helpful Resources:

- CEPD Options Guide
- OCTE Added Cost Guide 2023
- Funding Reports: X0107, X0110 can be found on CTEIS.com: Reports>Funding Reports. For the previous year's data.

# Looking Ahead

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CEPD Options due to OCTE: June 6, 2024

Completing Spring Enrollment E-workshop:  
June 11, 2024.

End of Year Completion Entry: Due to CEPD  
Administrator: June 13, 2024, and CEPD  
Administrator submit to OCTE by: June 20,  
2024



# Thank you

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