

Spring Newsletter 2020

CTEIS Informer



May 1, 2020

Final Student Enrollment Deadline

Remember **May 15th** is the last day that student enrollments may be entered into CTEIS. To generate funding, these students must:

- 1) Be enrolled in at least one CTE course in CTEIS.
- 2) Have a valid UIC attached to their profiles.

If you have any questions regarding UIC errors, please speak with your local UIC Resolver or contact the PTD Help Desk at (800) 203-0614 x128.

Program Credentials Requirement

Districts are required to review and include information regarding certifications granted to students enrolled in state-approved CTE programs. The new Manage Credentials feature in CTEIS will allow reporters to insert and upload this information. For more details, please refer to the documents below, which may also be downloaded from the CTEIS Knowledge Base:

- [Manage Credentials Guide](#)
- [List of Approved and Non-Approved Credentials](#)

Spring Training Schedule for 2020

Training Webinars	Date
Spring Enrollment & Completion Collection Webinar	May 5
Spring Enrollment & Completion Collection Webinar	May 7
Spring Enrollment & Completion Collection Webinar	May 12
Completing Spring Enrollment eWorkshop*	June 16

*Please note the **June 16** training is an eWorkshop for reporters working to complete the Spring Enrollment collection. A link will be posted on the CTEIS homepage allowing any reporter to sign-in and out of the webinar throughout the day.

OCTE COVID-19 Resources

OCTE has prepared FAQs and other documentation related to COVID-19 and its impact on the classroom. Please see the following link for continuing updates:

[MDE COVID-19 Education Information and Resources](#)

FAQs

<i>Q: Am I required to input Work-Based Learning data this year?</i>	A: No, Work-Based Learning data is not required for the 2019-2020 report.
<i>Q: When do I need to have my credentials linked to my students?</i>	A: Every program must either: <ol style="list-style-type: none"> 1. Mark at least one student with a credential, or 2. Be marked as not providing credentials. This is done via the Manage Credentials screen and must be completed by the Enrollment Completion date of June 18 th , 2020. However, you will be allowed to update student credentials until the end of August, 2020.
<i>Q: Do I need to mark anything for students who do not receive credentials through their state-approved CTE programs?</i>	A: If no students will receive a credential from a program, mark the checkbox indicating that the program does not award them via the Manage Credentials screen. Individual students who do not receive a credential within a program that regularly awards one do not need to be marked.

Inside This Issue

- Final Student Enrollment Deadline
- Program Credentials Requirement
- Spring Training Schedule
- OCTE COVID-19 Resources
- FAQs

Training

Register online at: ptdtechnology.com/cteiskb/Training by clicking Registration & General Information OR
[Click here to register for a Spring Webinar](#)

FAQs Continued...

<i>Q: My school is closed due to the statewide stay-at-home order. Should I report courses that were supposed to be delivered non-virtually as Non-Virtual or Virtually Delivered now?</i>	A: Proceed in accordance with how courses and students were classified at the time of closure. Districts should not be re-designating all courses as virtual.
<i>Q: I generate a lot of error messages when I run the validation process. How do I resolve these issues?</i>	A: See the Enrollment & Completion Collection Error Resolution Guide on the CTEIS Knowledge Base for a complete list of validation errors and resolutions.
<i>Q: What do I do if I have UIC resolution problems and cannot contact my local UIC Resolver?</i>	A: You may contact the CEPI help desk at either: cepi@michigan.gov or (517) 335-0505. Please only do this if your resolver is unavailable.



PTD Technology 3001 Coolidge Road,
 Suite 403 East Lansing, MI 48823
 Phone: (517) 333-9363 Fax: (517) 332-3024
 E-mail: CTEIS.Help@PTDtechnology.com

"Solving Your
 Technology Puzzle"