

# SUBMISSION PROCESSES

To ensure that OCTE can accurately answer questions about the number of operating CTE programs each year, districts will be required to submit a report indicating all PSNs that will operate in the coming school year and the primary teacher who will be providing instruction. There are four data collection periods during the year: Fall Data Entry, Expenditures, Follow-Up, and Spring Enrollment Data Collection.

To minimize the amount of additional work required of districts, OCTE will collect this information by simply requiring districts to enter at least one-course section for each teacher for each PSN into CTEIS, then submit this information in the fall. Districts may choose to enter all the course sections to be offered for this collection. Districts may also continue to update your course details such as course dates, virtual learning delivery, and high school or college credit awarded prior to the spring collection deadline. Fall Data Entry information will be due mid-October.

## How To Review and Submit Data Collection

1. Log into CTEIS at: [MILogin - Login \(michigan.gov\)](https://milogin.michigan.gov) with MI Login username and password.
2. From the navigation bar, click Data Entry, then Building Course Review.
3. Use the Select District drop-down list to indicate the district for which you are compiling reports. The data grid displays a list of your active buildings.
4. Click the View button to the left of a building name to run the building review. The review process lists all courses you have entered as well as their details.
5. You may click the Export to Excel button to export course lists into an Excel spreadsheet for review offline.

Fall Course Collection Completion							
My District Schools							
Building Status	OANO	OA Name	OBNO	Building Name	Building Status	Fiscal Status	Cepd Status
VIEW	99999	My District Schools	00001	Building A	X	X	
VIEW	99999	My District Schools	00002	Building B	X	X	
VIEW	99999	My District Schools	00003	Building C	X		
VIEW	99999	My District Schools	00004	Building D	X	X	
VIEW	99999	My District Schools	00005	Building E	X		
VIEW	99999	My District Schools	00006	Building F			COMPLETE

6. If staff are currently unknown, you may leave them blank. However, you are encouraged to enter your staff to the best of your ability by the submission deadline.
7. When your courses are error-free, click the Complete button within a building's row to submit its data for review.

Building Status	Fiscal Status	Cepd Status
X	X	X
X	X	
X		
COMPLETE		

## How To Review and Submit Fall Collection for Fiscal Agency Authorized Officials

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

To ensure that OCTE can accurately answer questions about the number of operating CTE programs each year, districts will be required to submit a report indicating all PSNs that will operate in the coming school year and the primary teacher who will be providing instruction. To minimize the amount of additional work required of districts, OCTE will collect this information by simply requiring districts to enter at least one-course section for each teacher for each PSN into CTEIS, then submit this information in the fall. Of course, districts may choose to enter all the course sections to be offered for this collection. Furthermore, you may continue to update your course details such as course dates, virtual learning delivery, and high school or college credit awarded prior to the spring collection deadline. This information will be due in mid-September.

1. Log into CTEIS at: [www.milogintp.michigan.gov](http://www.milogintp.michigan.gov) with MI Login username and password.
2. Using the navigation bar, select Admin under the Fiscal Agent Monitoring collection and select District Course Review.
3. Choose a district from the Select District drop-down menu to display your building grid. All buildings within your Fiscal Agency as well as the report status of each building are listed.



Buildings with an “X” in the Building Status column have been marked as complete by your building level reporters. When the Fiscal Agency review is complete, an “X” will appear under the column labeled Fiscal Status.

Fall Course Collection Completion							
My District Schools							
BuildingStatus	OANO	OA Name	OBNO	Building Name	Building Status	Fiscal Status	Cepd Status
VIEW	EXPORT	99999	My District Schools	00001	Building A	X	X
VIEW	EXPORT	99999	My District Schools	00002	Building B	X	X
VIEW	EXPORT	99999	My District Schools	00003	Building C	RETURN	COMPLETE
VIEW	EXPORT	99999	My District Schools	00004	Building D	X	X

### Viewing your reports:

You will need to review the courses of each building within your building grid. Click the VIEW button beside a building to view course details, which are displayed beneath your building grid. Courses that are missing a primary instructor are highlighted in red. If course staff are currently unknown, building reporters may leave them blank, but are encouraged to enter all staff to the best of their ability. Click the EXPORT button to export your raw building data into a Microsoft Excel workbook for printing. If you have questions about your building submissions, please contact Joan Church at (517) 335-0360 for more information.

### Submitting your Reports:

On the Fall Course Collection Completion screen, an “X” appearing under the Building Status column indicates a building that has submitted report data for review. During your review, if any report requires revision, you may click the RETURN button to request that a building's course information be edited and resubmitted.

CSC	Course Name	PSN	Program Name	CIP Code	Primary Staff	Semester Type	Crs Beg Date	HS Cred	Col Cred	Virt Type	Building Name
12345-1	Computer Programming	13579	Computer Programming/Programmer	11.0201	MARIA GARCIA	First Semester	9/3	0.00	0.00	NV	Building C
12345-2	Computer Programming II	13579	Computer Programming/Programmer	11.0201		First Semester	8/28			NV	Building C
98765-1	Automotive Technology	24680	Automobile Technician (ASE Certified)	47.0604	JOHN SMITH	First Semester	9/3	0.00	0.00	NV	Building C
98765-2	Automotive Technology	24680	Automobile Technician (ASE Certified)	47.0604	JOHN SMITH	First Semester	9/3	0.00	0.00	NV	Building C
12345-3	Computer Programming III	13579	Computer Programming/Programmer	11.0201		First Semester	9/3	0.00	0.00	NV	Building C

When you are satisfied that a building report is complete and accurate, indicate your approval by clicking the COMPLETE button. An “X” appears under the Fiscal Status column to indicate that the report can now be reviewed and approved by your CEPD administrator.

Building Status	Fiscal Status	Cepd Status
X	X	
RETURN	COMPLETE	
X	X	

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

Questions regarding the Enrollment Report, or general questions regarding CTEIS and the report submission and review process, contact Joan Church, at: ChurchJ@michigan.gov or (517) 335-0360. Requests for technical assistance with CTEIS may be directed to the CTEIS help desk at cteis.help@PTDtechnology.com, (517) 333-9363, ext. 128, or (800) 203-0614, ext. 128.

## How To Review and Submit Fall Building Courses for CEPD Administrators

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

To ensure that OCTE can accurately answer questions about the number of operating CTE programs each year, districts will be required to submit a report indicating all PSNs that will operate in the coming school year and the primary teacher who will be providing instruction. To minimize the amount of additional work required of districts, OCTE will collect this information by simply requiring districts to enter at least one course section for each teacher for each PSN into CTEIS, then submit this information in the fall. Of course, districts may choose to enter all the course sections to be offered for this collection. Furthermore, you may continue to update your course details such as course dates, virtual learning delivery, and high school or college credit awarded prior to the spring collection deadline. This information will be due in mid-September.

1. Log into CTEIS at: [www.milogintp.michigan.gov](http://www.milogintp.michigan.gov) with MI Login username and password.
2. Select Admin under the CEPD Admin. Monitoring header select CEPD Course Review.
3. Choose a district from the Select District drop-down menu to display your building grid. All buildings within your CEPD as well as the report status of each building are listed.



Fall Course Collection Completion							
My District Schools							
BuildingStatus	OANO	OA Name	OBNO	Building Name	Building Status	Fiscal Status	Cepd Status
VIEW	EXPORT	99999	My District Schools 00001	Building A	X	RETURN	COMPLETE
VIEW	EXPORT	99999	My District Schools 00002	Building B	X	RETURN	COMPLETE
VIEW	EXPORT	99999	My District Schools 00003	Building C	X		
VIEW	EXPORT	99999	My District Schools 00004	Building D	X	RETURN	COMPLETE

Buildings with an “X” in the Building Status column have been marked as complete by your building level reporters. An “X” must also appear under the Fiscal 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 labeled CEPD Status.

**Viewing your reports:**

You will need to review the courses of each building within your building grid. Click the VIEW button beside a building to view course details, which are displayed beneath your building grid. Courses that are missing a primary instructor are highlighted in red. If course staff are currently unknown, building reporters may leave them blank, but are encouraged to enter all staff to the best of their ability. Click the EXPORT button to export your raw building data into a Microsoft Excel workbook for printing. If you have questions about your building submissions, please contact Joan Church at (517) 335-0360 for more information.

CSC	Course Name	PSN	Program Name	CIP Code	Primary Staff	Semester Type	Crs Beg Date	HS Cred	Col Cred	Virt Type	Building Name
12345-1	Computer Programming	13579	Computer Programming/Programmer	11.0201	MARIA GARCIA	First Semester	9/3	0.00	0.00	NV	Building C
12345-2	Computer Programming II	13579	Computer Programming/Programmer	11.0201		First Semester	8/28			NV	Building C
98765-1	Automotive Technology	24680	Automobile Technician (ASE Certified)	47.0604	JOHN SMITH	First Semester	9/3	0.00	0.00	NV	Building C
98765-2	Automotive Technology	24680	Automobile Technician (ASE Certified)	47.0604	JOHN SMITH	First Semester	9/3	0.00	0.00	NV	Building C
12345-3	Computer Programming III	13579	Computer Programming/Programmer	11.0201		First Semester	9/3	0.00	0.00	NV	Building C

**Submitting your reports:**

On the Fall Course Collection Completion screen, an “X” appearing under the Building Status column indicates a building that has submitted report data for review. During your review, if any report requires revision, you may click the RETURN button to request that a building's course information be edited and resubmitted.

Building Status	Fiscal Status	Cepd Status
X	X	X
	RETURN	COMPLETE
X	X	

When you are satisfied that a building report is complete and accurate, indicate your approval by clicking the COMPLETE button. An "X" appears under the CEPD Status column to indicate that the building data has been released to the Office of Career and Technical Education.

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

Questions regarding the Enrollment Report, or general questions regarding CTEIS and the report submission and review process, contact Joan Church, at: ChurchJ@michigan.gov or (517) 335-0360.

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