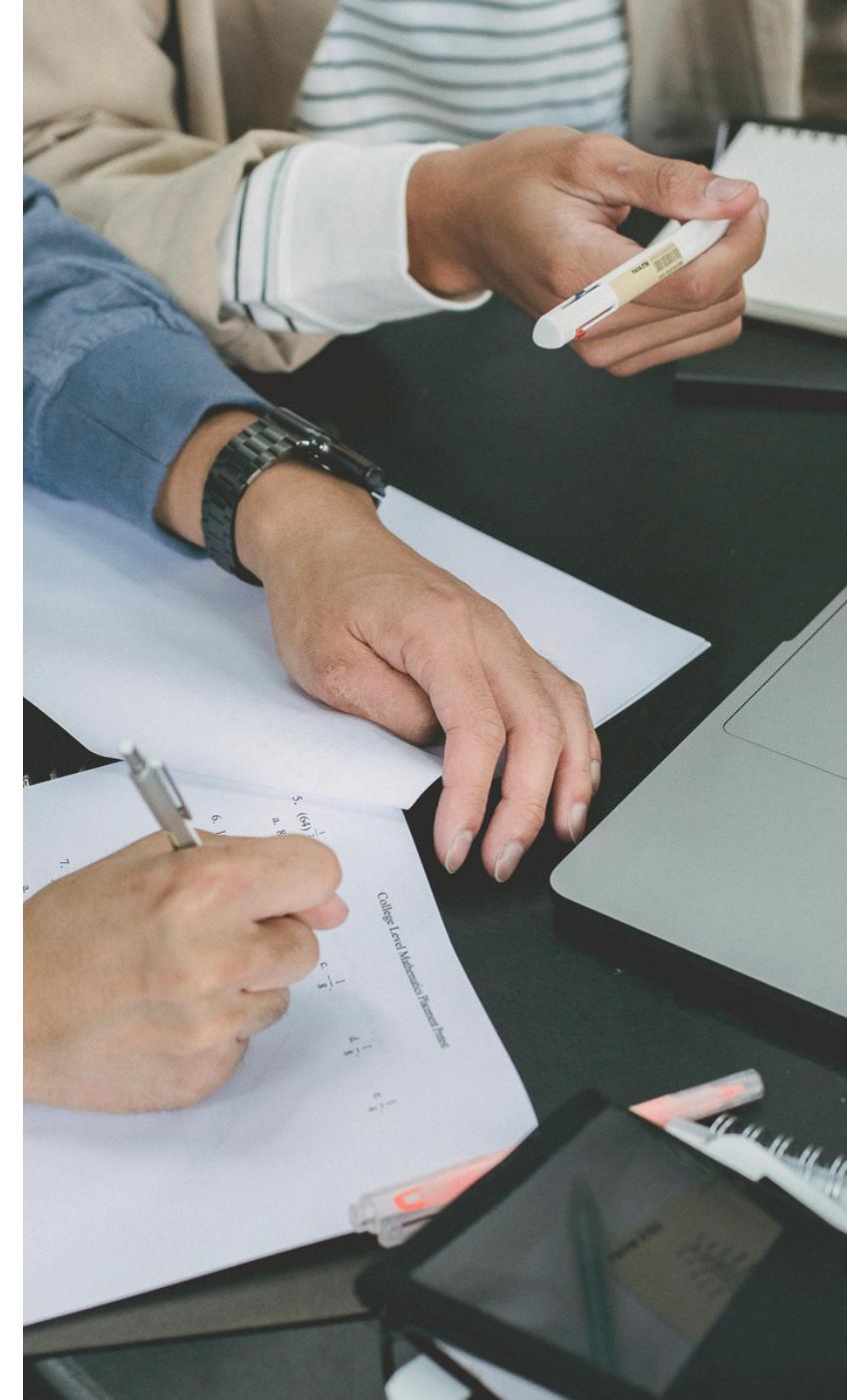


# CTEIS Training

*CEPD Administrator/ Level 5 Fiscal Agent  
Fall 2025 Virtual Training Session*

September 2025  
9:00 a.m.- 12:00 p.m.



# Introduction

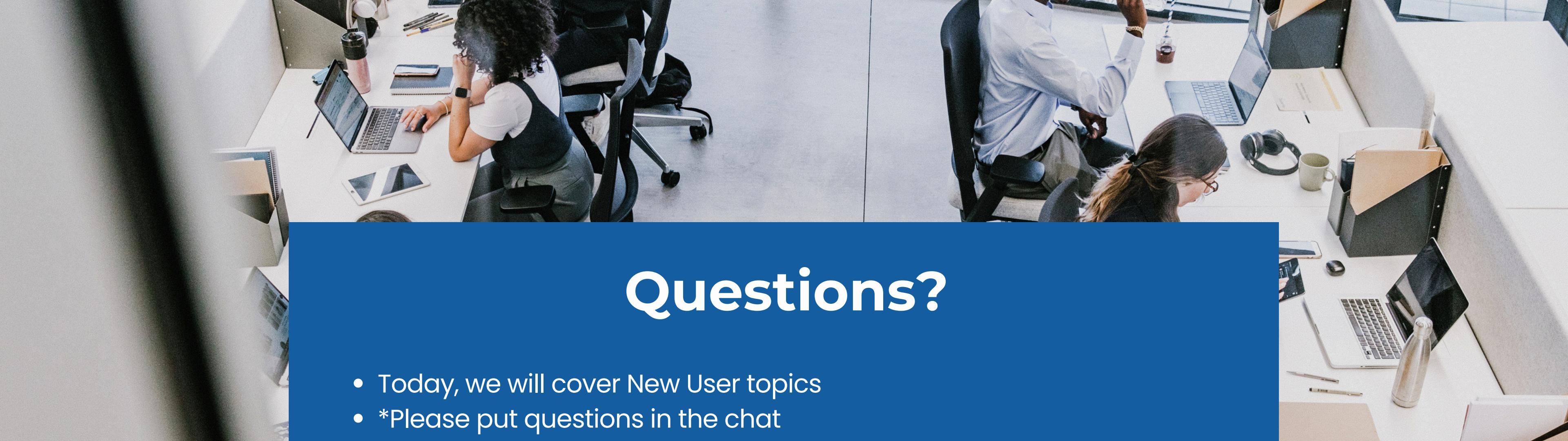
**PLEASE ENTER YOUR NAME IN CHAT.**

Please include:

- Name
- CTEIS Role
- How many years have you been in that role?

**Thank you. We will begin shortly.**



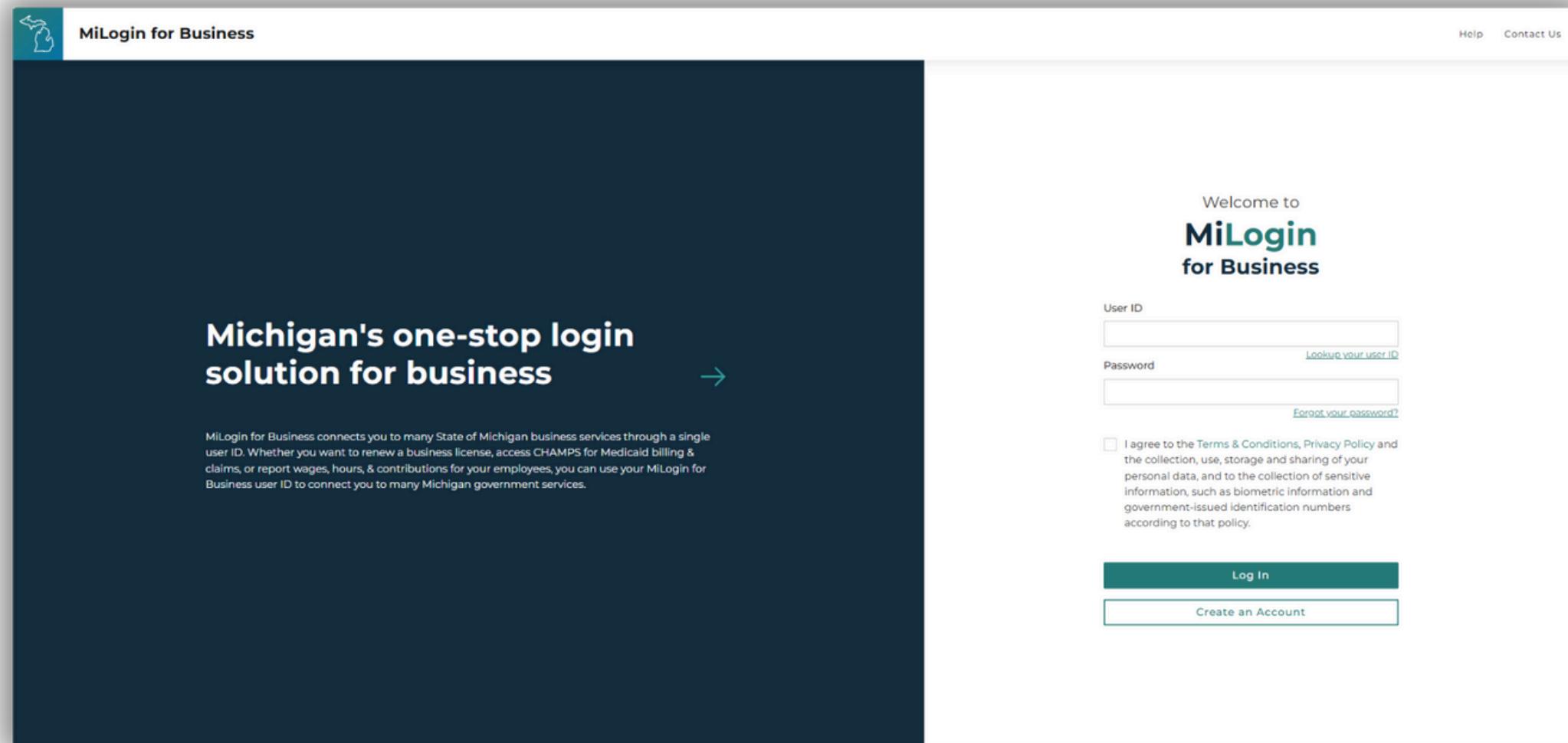


# Questions?

- Today, we will cover New User topics
- \*Please put questions in the chat
- If we are unable to assist you, please contact the CTEIS helpdesk at:  
[cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com)



You will need MiLogin for Business credentials. Please See your Level 5 Fiscal Agent Authorized Official for access.



The image shows two side-by-side screenshots of the MiLogin for Business website. The left screenshot is the landing page, featuring a dark teal header with the Michigan state outline and the text "MiLogin for Business". Below this is a large white section with the text "Michigan's one-stop login solution for business" and a right-pointing arrow. A small paragraph of text is present at the bottom. The right screenshot is the login page, titled "Welcome to MiLogin for Business". It contains fields for "User ID" and "Password", with "Forgot your user ID?" and "Forgot your password?" links. A checkbox for accepting terms and conditions is shown, followed by "Log In" and "Create an Account" buttons.

## Level 5 Fiscal Agency Authorized Official Fall Tasks:

- Manage New Users- Add new users or edit existing users.
- Begin coordinating Expenditure personnel. The Expenditure report is due in November.
- Begin coordinating Follow-Up personnel. The follow-up report process begins in October. Follow-up packets will be distributed soon.
- Begin coordinating Enrollment personnel and assisting with the proper instructional design of classes.
- Work Based Learning and Post-Secondary credential collection.

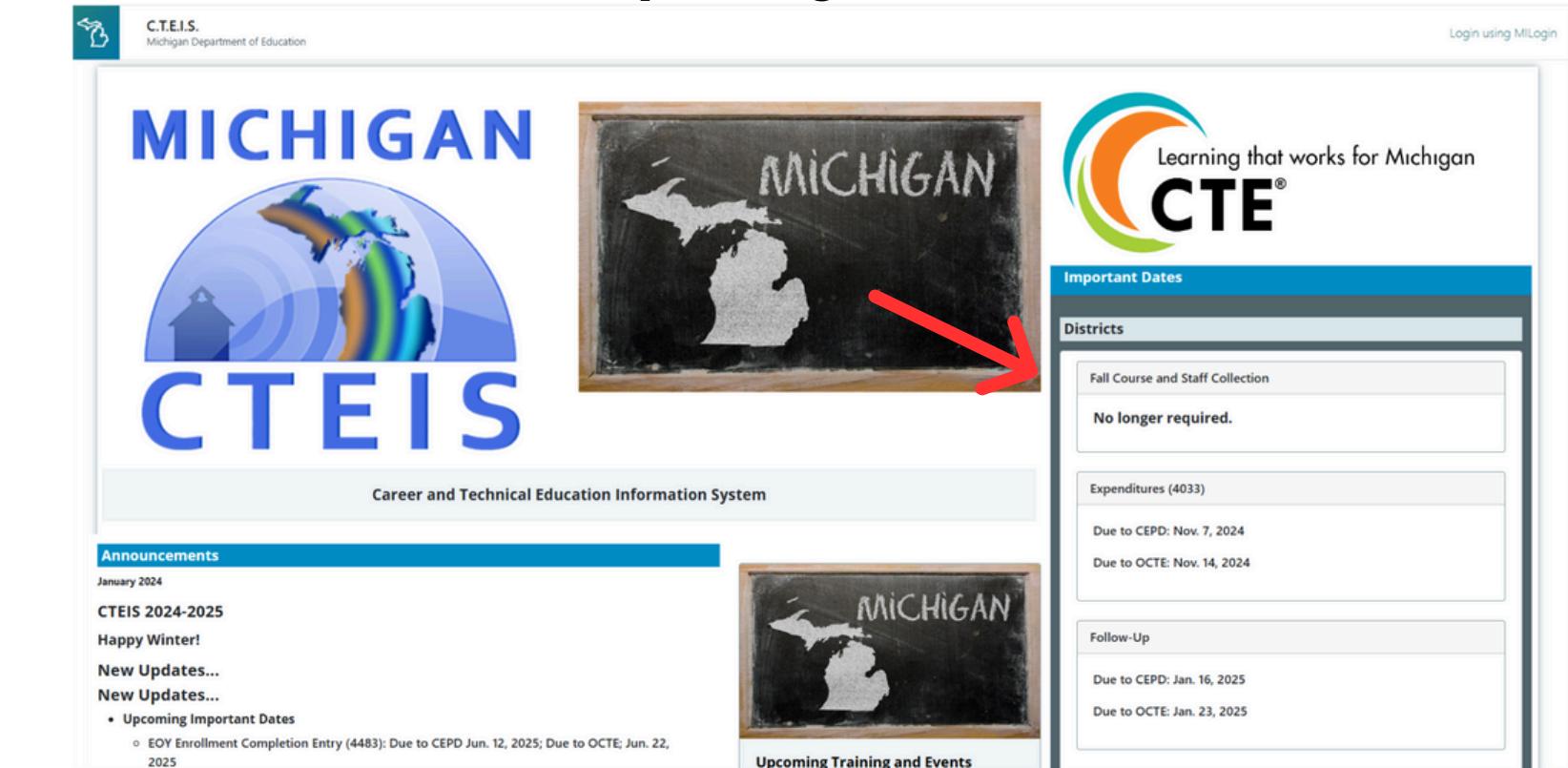


# Level 5 Fiscal Agency Authorized Official Tasks:

## Timeline

CTEIS TIMELINE- FISCAL AGENT	
<b>September</b>	<ul style="list-style-type: none"> <li>Manage new users.</li> <li>Begin coordinating Expenditure personnel.</li> <li>Begin coordinating Follow-Up personnel.</li> <li>Begin coordinating Enrollment personnel and assisting with proper instructional design of classes.</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Expenditures report submission first week in November</li> <li>Oversee Work-Based Learning and post-secondary credential collection.</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>Follow-Up report submission due the second week in January</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Oversee UIC/MSDS data review and maintenance.</li> <li>Student enrollment data deadline is the second week in May.</li> </ul>
<b>June</b>	Enrollment report submission is due the third week in June.

## Reporting Due Dates



**Michigan CTEIS**  
Career and Technical Education Information System

**Announcements**  
January 2024  
CTEIS 2024-2025  
Happy Winter!  
New Updates...  
New Updates...  
Upcoming Important Dates  
EOY Enrollment Completion Entry (4483): Due to CEPD Jun. 12, 2025; Due to OCTE Jun. 22, 2025

**Important Dates**

Districts
Fall Course and Staff Collection No longer required.
Expenditures (4033) Due to CEPD: Nov. 7, 2024 Due to OCTE: Nov. 14, 2024
Follow-Up Due to CEPD: Jan. 16, 2025 Due to OCTE: Jan. 23, 2025

**Upcoming Training and Events**



# Level 5 Fiscal Agency Authorized Official CTEIS Demos:

The screenshot shows the CTEIS software interface. At the top, there is a navigation bar with 'T.E.I.S.' and 'Michigan Department of Education' on the left, and 'Data Entry', 'Admin', and 'Reports' on the right. A red arrow points to the 'FISCAL AGENT MONITORING' link in the left sidebar. The main content area displays a dashboard with the CTEIS logo, a map of Michigan, and sections for 'Important Dates' (Districts, Expenditures 4033, Due to CEPD: Nov. 6, 2025, Due to OCTE: Nov. 13, 2025), 'Manage Users', and 'Enrollment Collection Submission' (District Follow Up Review, View Programs).

- To practice, log in to [train.cteis.com](https://train.cteis.com) using your MI Login for Business credentials.
- To view the Fiscal Agent Manuals for step-by-step instructions, visit: <https://support.cteis.com/fiscal-agents/>

## Manuals on the Knowledgebase

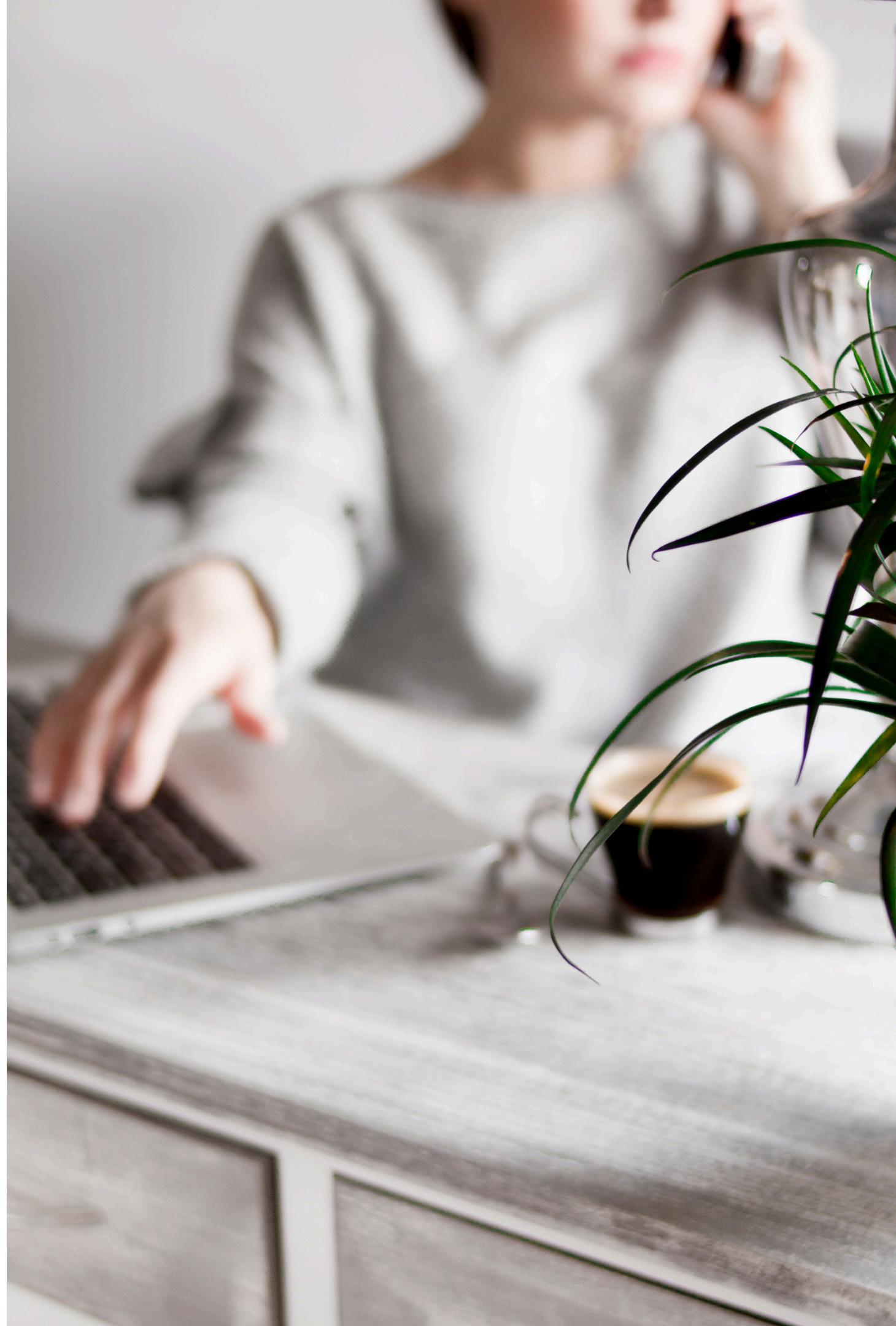
A red arrow points to the 'Useful Resources for Fiscal Agents' section. The list includes:

- [CTEIS Responsibilities of the FA](#)
- [CEPD Admin/ Fiscal Agent Webinar Training PowerPoint 2025](#)
- [Manage Users Guide](#)
- [Enrollment Data Review](#)
- [Enrollment and Completion Collection Error Resolution Guide](#)
- [Submission Processes Guide](#)
- [Expenditures Report Review and Submission Guide](#)
- [Follow-Up Review Guide for FA](#)
- [Request for Transfer of Fiscal Agency, Operating District and/or Building for a State Approved Career and Technical Education \(CTE\) Program](#)

CTEIS Knowledgebase: [support.cteis.com](https://support.cteis.com)

## CEPD Administrator Fall Tasks:

- Assist with new user entries and permissions.
- Begin coordinating Enrollment and assisting with the proper instructional design of classes.
- Begin coordinating Expenditure personnel. CEPD Administrators submit the Expenditure report to OCTE in November.
- Begin coordinating Follow-Up personnel. The Follow-Up process begins in October. Follow-up packets will be distributed soon.
- Begin Enrollment Collection review for the Enrollment report due in June.
- Oversee Work-Based Learning and post-secondary credential collection.





# CEPD Administrator Fall Tasks:

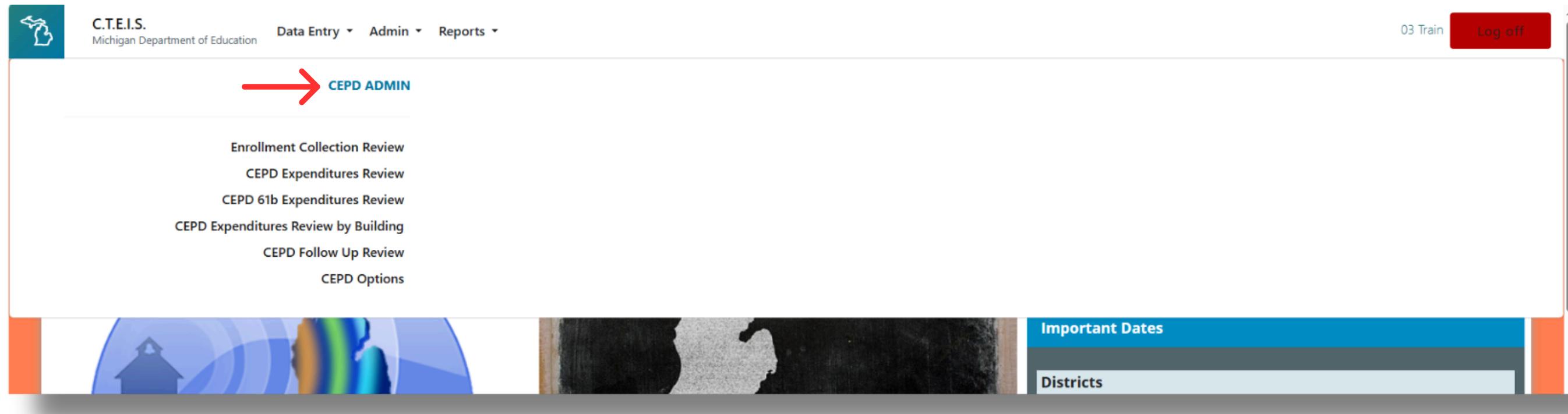
## Timeline

CTEIS TIMELINE- CEPD ADMINISTRATOR	
<b>September</b>	<ul style="list-style-type: none"> <li>Assist new users.</li> <li>Begin coordinating Expenditure personnel.</li> <li>Begin coordinating Follow-Up personnel.</li> <li>Begin coordinating Enrollment personnel and assisting with proper instructional design of classes.</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Expenditures report submission first week in November.</li> <li>Oversee Work-Based Learning and post-secondary credential collection.</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>Follow-Up report submission second week in January.</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Oversee UIC/MSDS data validation and review.</li> <li>Conduct CEPD Options selection process.</li> <li>Student enrollment data deadline second week in May.</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>CTEIS Options are due in the second week of June.</li> <li>Enrollment report submission third week of June.</li> </ul>

## Reporting Due Dates

A screenshot of the Michigan CTEIS website. The header features the Michigan state logo, the text "C.T.E.I.S. Michigan Department of Education", and a "Login using MiLogin" link. The main content area has a "Michigan CTEIS" logo and the text "Career and Technical Education Information System". Below this are sections for "Announcements", "Upcoming Important Dates" (listing EOY Enrollment Completion Entry (4483) due to CEPD Jun. 12, 2025; Due to OCTE Jun. 22, 2025), and "Upcoming Training and Events". To the right is a sidebar titled "Important Dates" with sections for "Districts", "Fall Course and Staff Collection" (status: "No longer required"), "Expenditures (4033)" (status: "Due to CEPD: Nov. 7, 2024; Due to OCTE: Nov. 14, 2024"), and "Follow-Up" (status: "Due to CEPD: Jan. 16, 2025; Due to OCTE: Jan. 23, 2025"). A red arrow points to the "Michigan" text on a chalkboard image in the "Districts" section.

# CEPD Administrator CTEIS Demos:



- To practice, log in to [train.cteis.com](https://train.cteis.com) using your MI Login for Business credentials.
- To view the Fiscal Agent Manuals for step-by-step instructions, visit: <https://support.cteis.com/cepd-administrator/>

## Manuals on the Knowledgebase

→ [Useful Resources for CEPD Administrators](#)

- [CTEIS Responsibilities of the CEPD](#)
- [CEPD Admin/Fiscal Agent Webinar Training PowerPoint 2025](#)
- [CEPD Options](#)
- [Enrollment Data Review](#)
- [Submission Processes](#)
- [Expenditures Review Guide for CEPD](#)
- [Follow-Up Review Guide for CEPD](#)

CTEIS Knowledgebase: [support.cteis.com](https://support.cteis.com)



## Looking Ahead:

- Expenditure report is due to CEPD: on November 6, 2025, and the CEPD submits it to OCTE: on November 13, 2025.
- Follow-up report is due to CEPD: January 15, 2026, and the CEPD submits to OCTE: January 22, 2026.
- Spring Enrollment Training begins in March 2026.
- CTEIS/MSDS Match Dates- by May 8, 2026.
- End of Year Completion Entry: June 11, 2026, and the CEPD submits to OCTE: June 18, 2026.



# THANK YOU!



## Technical Support:

CTEIS Helpdesk:

-  (517)-333-9363 ext. 128 or (800) 203-0614 ext. 128
-  [support.cteis.com](http://support.cteis.com)
-  [cteis.help@ptdtechnology.com](mailto:cteis.help@ptdtechnology.com)

## Policy Assistance:

-  Shawn Sweeney (517)-897-7698
-  [Sweeney5@michigan.gov](mailto:Sweeney5@michigan.gov)

