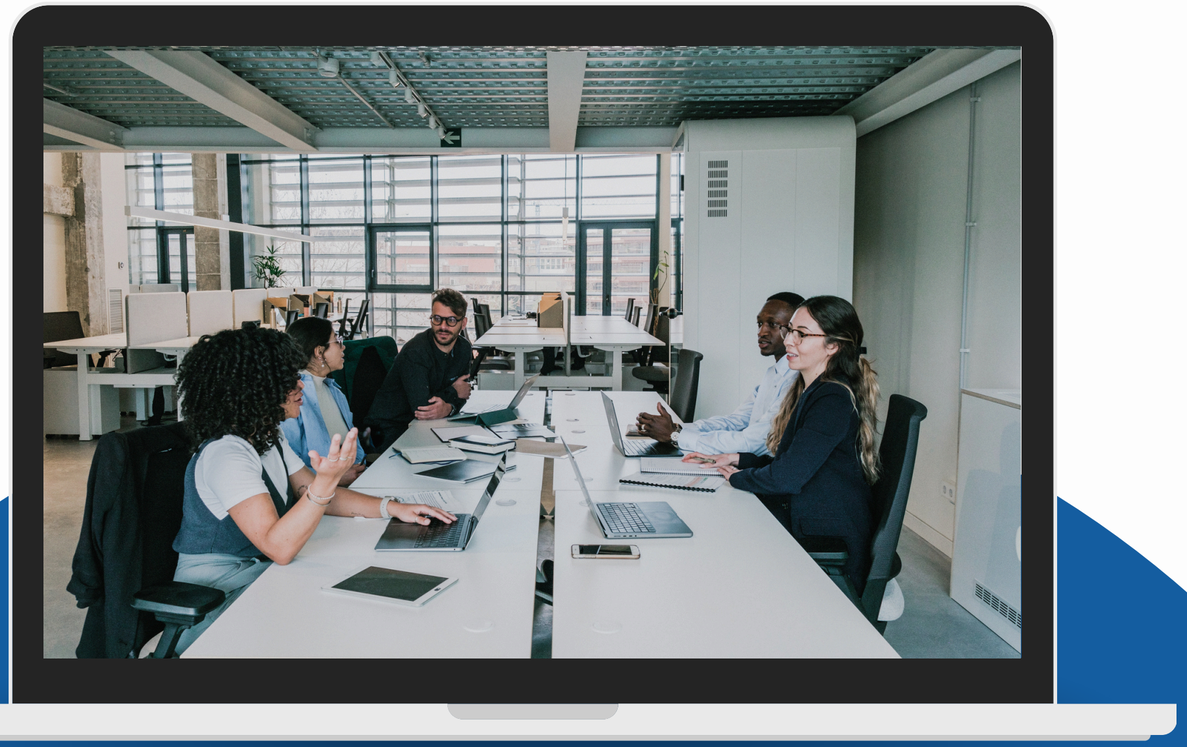
MICHIGAN CTEIS

CTEIS New User Training



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?

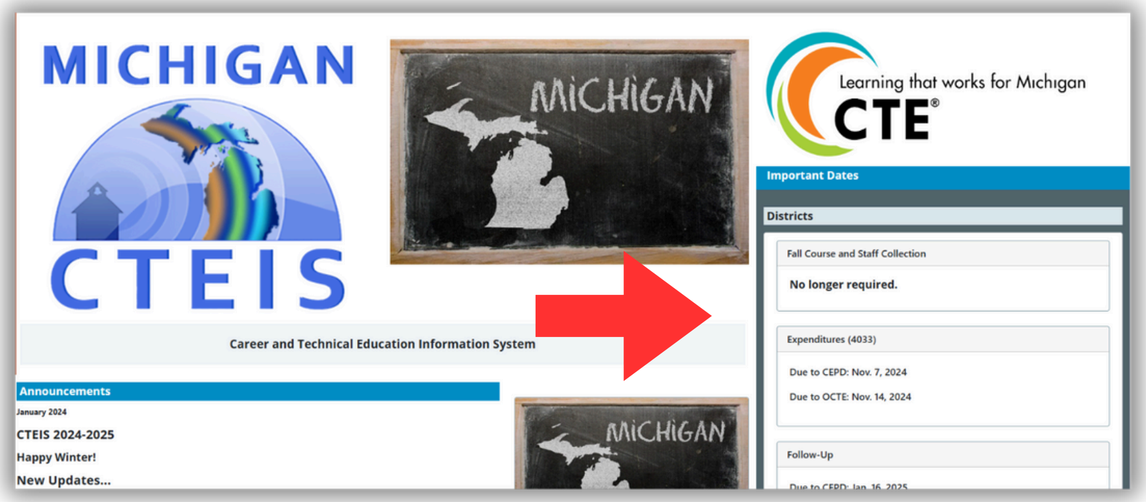
Thank you. We will begin shortly.

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

Building Reporter Timelines

CTEIS TIMELINE- BUILDING REPORTER	
September	• Fall Data Entry in preparation for Spring Enrollment reporting.
November	• Expenditures report submission due in the first week of November.
January	• Follow-Up report submission at the beginning of January.
May	• EMC and Dual Enrollment data entry. (must include correct UICs). Student enrollment data deadline is mid-May.
June	Enrollment report submission mid-June.



*Reporting dates can be found on the OCTE 2025-26 calendar or on the side panel of the CTEIS application.

CTEIS Program Overview:

- CTEIS is a web-based application that allows you to report enrollment information for state-approved CTE programs to the State of Michigan.
- You will need MILogin For Business credentials.
- The average Building Reporter will focus on completing three reports throughout the year. Enrollments, Expenditures, and Follow-Up.
- **Primary Goal**: To gather Career and Technical Education (CTE) enrollment data for the purpose of determining the distribution of 61a(1) and 61b funds, fulfilling federal Perkins reporting requirements, calculating Perkins Core Performance Indicators (CPIs), and completing the Consolidated Annual Report (CAR).

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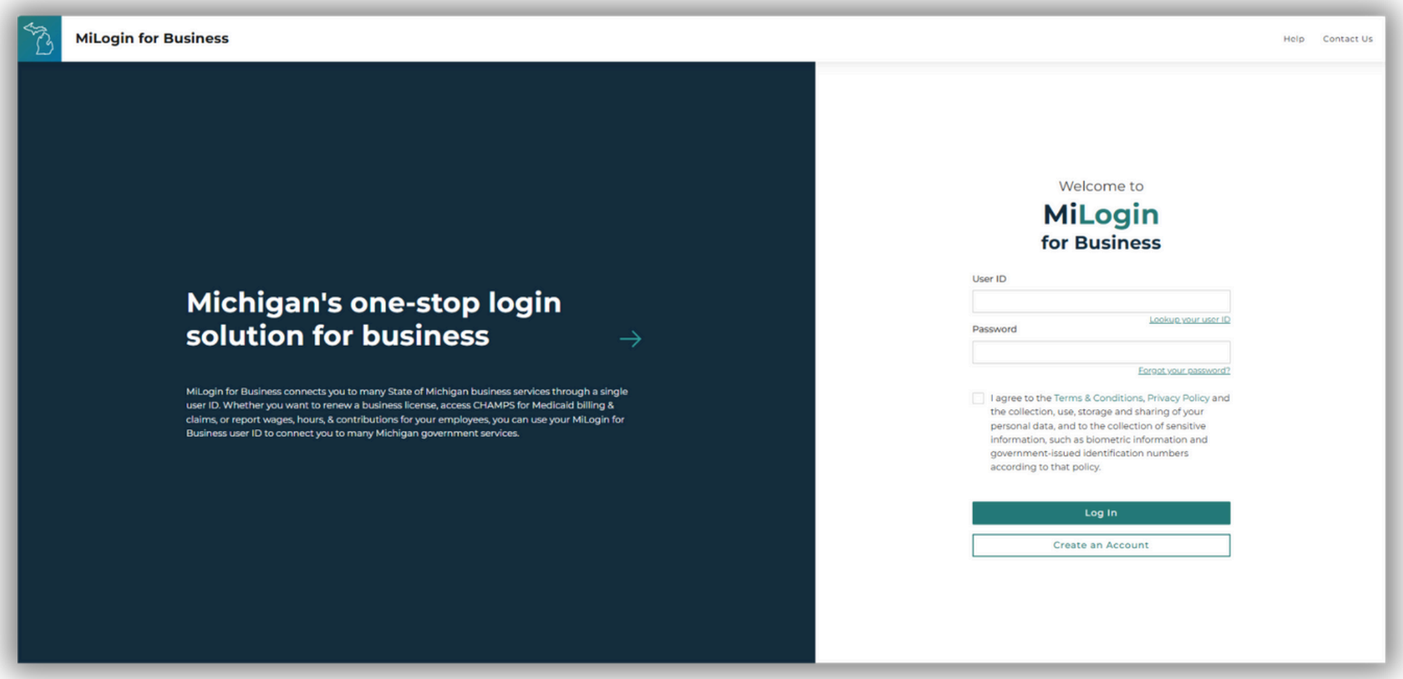
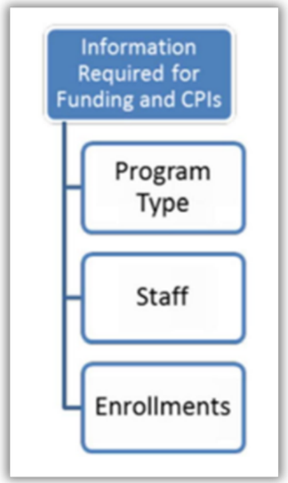
You will need MILogin for Business credentials. Please See your Level 5 Fiscal Agent Authorized Official for access.

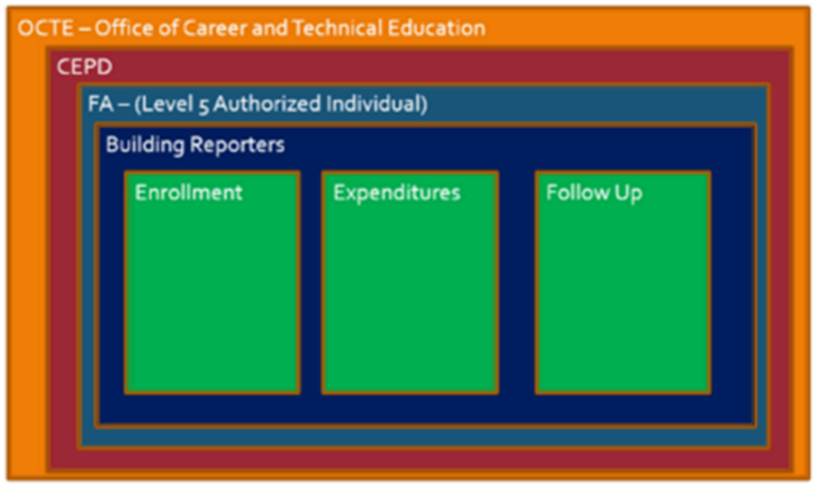


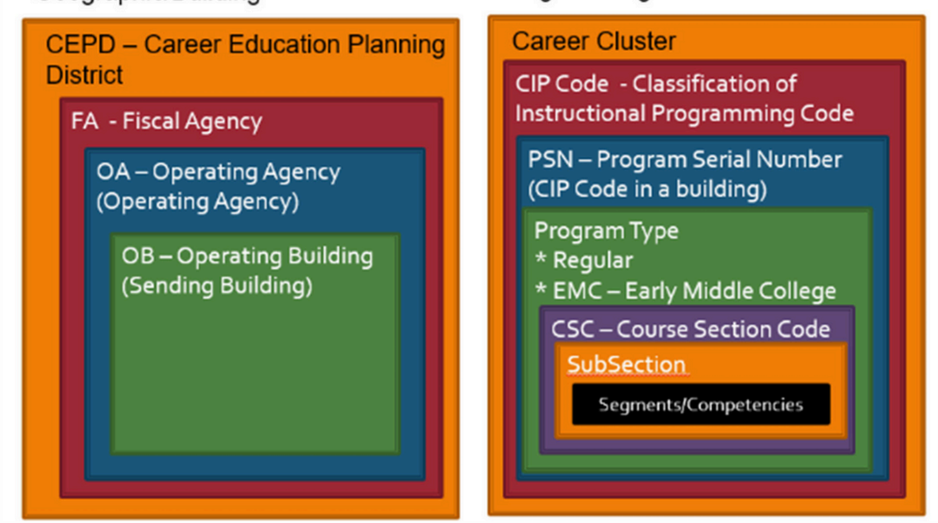
CTEIS Program Overview:

- **Secondary Goal:** Link CTE data to information housed within the MSDS and monitor the effectiveness of CTE programs.



Roles and Access:





Roles and Access:

Completing a report requires many dedicated reporters, all are assigned to different roles and levels of access within CTEIS.

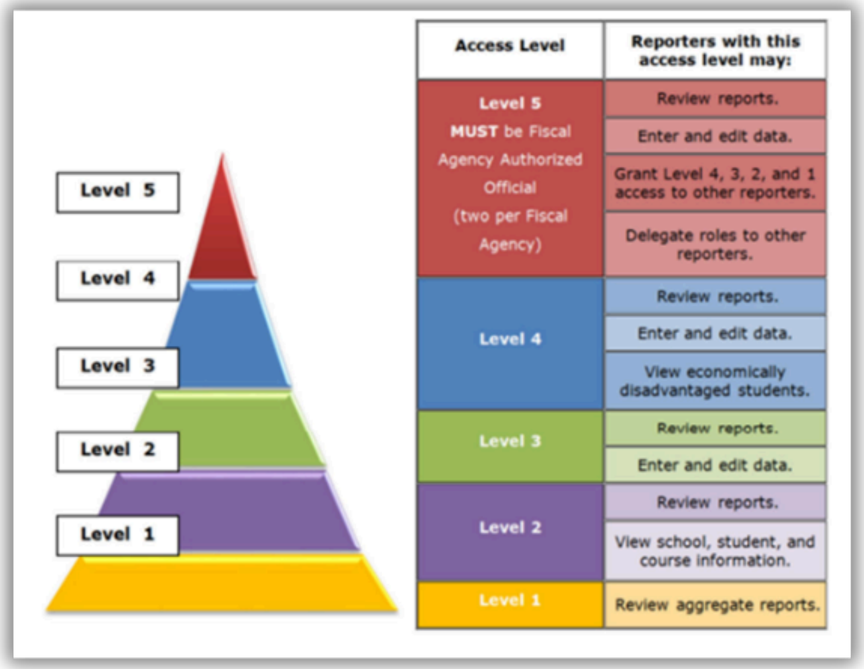
- Level 5 Fiscal Agency Authorized Official- Has the highest level of access within CTEIS. They grant reporters access to the application and define user roles.

A CTEIS user may be granted one or several of the following roles:

- CEPD Administrator
- Fiscal Agent
- Building Reporter
- Expenditures Data Entry
- Follow-Up Data Entry

Objectives

Each level of CTEIS Access is allotted different rights and privileges within the application. The permissions of the five different access levels are as follows:



Access Level	Reporters with this access level may:
Level 5 **MUST** be Fiscal Agency Authorized Official (two per Fiscal Agency)	Review reports.
	Enter and edit data.
	Grant Level 4, 3, 2, and 1 access to other reporters.
	Delegate roles to other reporters.
Level 4	Review reports.
	Enter and edit data.
	View economically disadvantaged students.
Level 3	Review reports.
	Enter and edit data.
Level 2	Review reports.
	View school, student, and course information.
Level 1	Review aggregate reports.

Building Reporters are granted access to individual buildings by each building's respective Level 5 Authorized Official. When access is granted, reporters may view and enter information regarding programs, courses, and students specific to each building.

CTEIS Data Collection Overview:

The CTEIS Process: The average building-level reporter is tasked with entering data related to students, courses, and teachers into CTEIS.

The CTEIS reporting process consists of four main steps:

- **Collect Data**- Each requires a specific set of data depending on the collection period. Enrollments, Expenditures, and Follow-Up.
- **Verify Data**- Due to the importance of the data you collect, it is important that you verify your data before you submit it. Remember: Accurate, Reliable, and Timely.
- **Input Data**- Data entry methods vary for each seasonal report; specific instructions for completing can be found in the various online modules and guides. Please see the CTEIS Knowledge Base for all documentation.
- **Complete and Submit Reports**- When all data has been entered, Building Reporters may then complete their reports by clicking on the “completion” buttons within the individual report menus.

CTEIS Data Submission and Review Procedures:

The following documents can be found on the CTEIS Knowledge Base at support.cteis.com.

- Fall Enrollment Task Overview (Instructional Designs and Imports).
- Expenditures Task Overview
- Follow-Up Task Overview
- Spring Collection Overview (*includes Work-Based Learning and Credentials).
- CTEIS Reports

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.

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THANK YOU!

PTD Technology

Technical Support:

CTEIS Helpdesk:

(517)-333-9363 ext. 128 or (800) 203-0614 ext. 128

support.cteis.com

cteis.help@ptdtechnology.com

Policy Assistance:

Shawn Sweeney (517)-897-7698

Sweeneys5@michigan.gov