MICHIGAN
CTEIS

Follow-Up Report
Review and Submission

For

CEPD
Administrators

January 2026

REVIEW AND SUBMISSION OF THE FOLLOW-UP REPORT 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. 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 ADMIN

CEPD ADMIN. MONITORING
○ Enrollment Collection Review
○ CEPD Expenditures Review
○ CEPD Expenditures Review by Building
○ CEPD Follow Up Review
NEW PROGRAMS
○ New Programs Review
○ CEPD Options
○ View Programs

CEPD Administrators must examine all reports submitted by Fiscal Agency authorized officials and indicate that the CEPD Administrator review is complete so that the reports may be accepted and compiled by the Office of Career and Technical Education.

This booklet contains instructions for the review and submission of Follow-Up reports for CEPD Administrators.

To begin reviewing your report:

Navigate to https://www.cteis.com and click the **Login using MILogin** for CTEIS. You will be redirected to the MILogin For Third Party site. Enter with your MILogin user name and password. Once your log in process is complete the CTEIS homepage will appear.

Click on the **Admin** menu, then select **CEPD Admin. Monitoring ➔ CEPD Follow Up Review** to go to the CTEIS Follow Up Review screen. If necessary, use the drop-down box at the top of the screen to select your Fiscal Agency, then click the **View** button beside one of your buildings to see a summary of its survey responses. You may also use the **Export** button to quickly export these results into an Excel spreadsheet.

BuildingStatus			OANO	OA Name	OBNO	Building Name	Building Status	Fiscal Status	Cepd Status
	VIEW	EXPORT	99999	My District Schools	01231	My High School A	X	X	X
	VIEW	EXPORT	99999	My District Schools	01232	My High School B			
	VIEW	EXPORT	99999	My District Schools	01233	My High School C	X	X	X
	VIEW	EXPORT	99999	My District Schools	01234	My High School D	X	X	X

PSN	Program Name	INIT	COMP	SELF	COMP NC	Total	Percent Completed
00001	Therapeutic Services	0	42	0	0	48	88
00002	Lineworker	0	18	0	4	22	100
00003	Collision Repair Technician (ASE Certified)	0	20	0	1	21	100
00004	Automobile Technician (ASE Certified)	0	14	0	1	15	100
00005	Agriculture, Agricultural Operations and Related Sciences	0	32	0	3	35	100

Those 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**.

Submitting your reports:

On the CTEIS Follow Up Review screen, an **"X"** appearing under the **Building Status** column indicates a building that has submitted report data for review. When you are satisfied that a building report is complete and accurate, indicate your approval by clicking the **Complete** button beneath the **CEPD Status** column. An **"X"** appears in the **CEPD Status** column to indicate that the report can now be accepted and reviewed by the Office of Career and Technical Education.

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

If you have questions regarding the Follow-Up report, please contact Yincheng Ye, Office of Career and Technical Education, at YeY@michigan.gov or (517) 281-7229.

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.

General questions regarding CTEIS and the report submission and review process may be directed to the Office of Career and Technical Education at Fax: (517) 241-5347.