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## CTEIS Informer

# NEWSLETTER

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### Spring 2026 CTEIS Updates:

#### CEPD Options Selections:

CEPD Administrators: Please note that your CEPD Options selections are due by June 4, 2026. [Click here](#) to access the instructional guide for submitting your selections.

#### Completing Your Enrollment Reports:

As the 4483 Enrollment Report data is fast approaching, here are a few helpful tips:

- Ensure all students are enrolled, and grades, credentials, and WBL are recorded.
- Review CTEIS reports:
  - For reviewing enrollment data, please review the Funding Advancement Summary Report. This report is located on the Enrollment Completion page of the CTEIS Application.
  - To view student and program data, please see the Student Program Summary Assessment report. Located on the Building Reports page of the CTEIS application.
- Be sure to verify UICs and MSDS data are accurate, current, and up to date.
- Review the Bad UIC by Building report
- UIC with no current MSDS is a helpful report if you have UIC or MSDS errors.

#### Enrollment Completion E-Workshop:

Enrollment Completion E-Workshop- June 9, 2026, 9:00 a.m. – 12:00 p.m. and 1:00 p.m.– 4:00 p.m. Please feel free to drop in for technical support and questions regarding enrollment collection—no registration required. A virtual link will be available on the CTEIS Knowledgebase closer to the date.

#### 2025–26 Credentials Submission:

Before submitting enrollment data for review, you will need to indicate any credentials your students attain during the current school year. Credentials are due for funding consideration on June 18, 2026, with your enrollment report. Credentials considered for 5S1 are due August 30, 2026.

#### 4483 End of Year Enrollment Completion Collection:

End-of-the year Spring Enrollment Collection completion entry, including enrollments, credentials, and work based learning is due to CEPD Administrator: June 11, 2026, CEPD Administrators submit reports to OCTE by June 18, 2026.

#### Updated CTEIS Application:

Earlier, we reported that CTEIS would be updated to reflect ADA compliance in April. However, this date has been postponed, and CTEIS will be updated this summer.

#### CTEIS Support and Assistance:

For technical questions regarding survey forms, or if you need assistance with issues related to CTEIS operation or usage, please contact the Help Desk: [cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com) or by calling (800) 203-0614 or (517) 333-9363 ext. 128.

