

CTEIS Training

*CEPD Administrator/ Level 5 Fiscal Agent
Fall 2026 Virtual Training Session*

September 2026
9:00 a.m.– 12:00 p.m.





Introduction

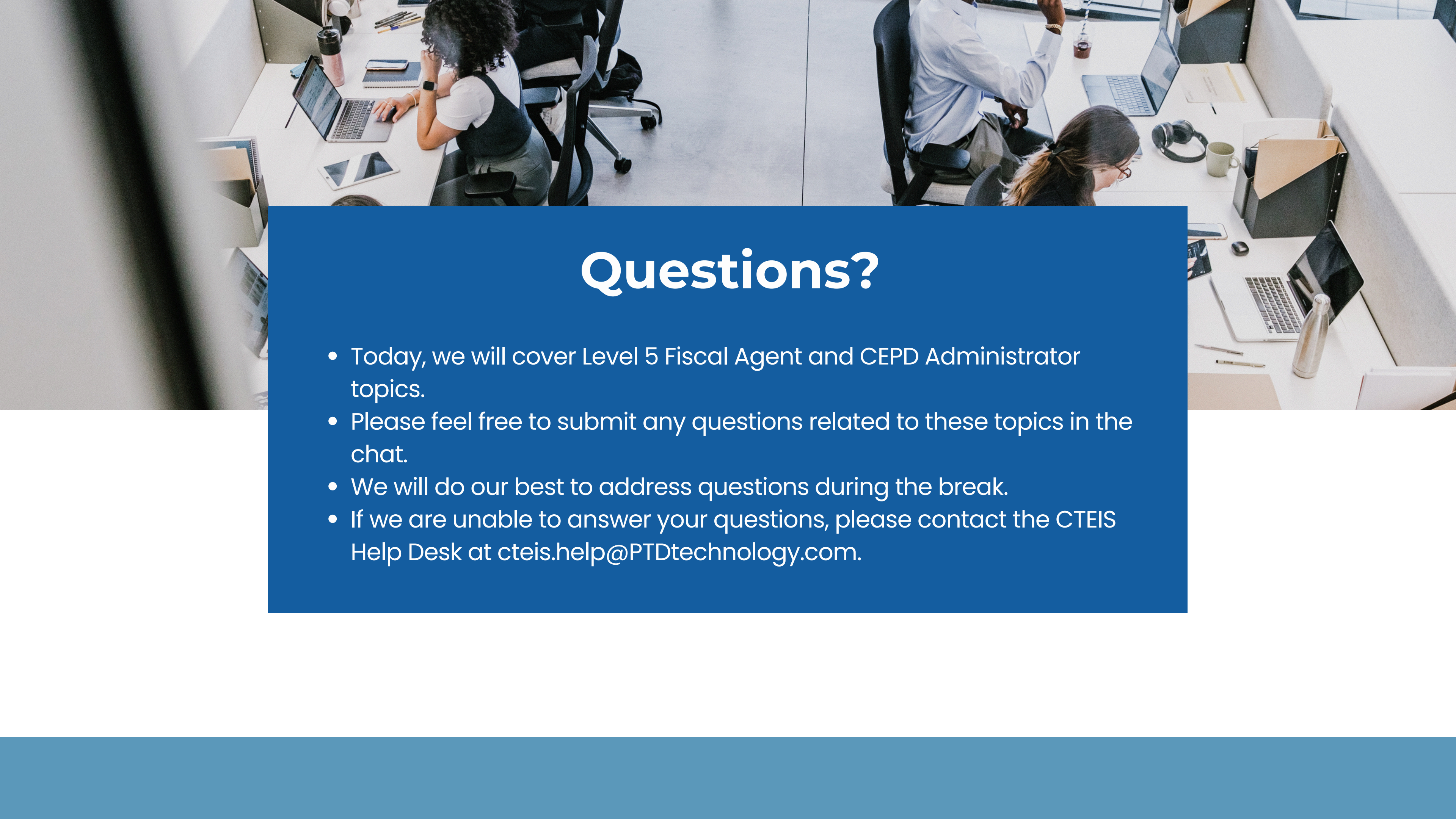
PLEASE ENTER YOUR NAME IN CHAT.

Please include:

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

Thank you. We will begin shortly.



The background of the slide is a photograph of an office environment. It shows several people working at their desks. On the left, a woman with curly hair is seen from the back, sitting at a desk with a laptop and a tablet. In the center, a man in a light blue shirt is sitting at a desk, looking towards the right. On the right, a woman with long dark hair is sitting at a desk, looking down at her work. The desks are equipped with various office supplies like laptops, tablets, pens, and water bottles. The overall atmosphere is professional and busy.

Questions?

- Today, we will cover Level 5 Fiscal Agent and CEPD Administrator topics.
- Please feel free to submit any questions related to these topics in the chat.
- We will do our best to address questions during the break.
- If we are unable to answer your questions, please contact the CTEIS Help Desk at cteis.help@PTDtechnology.com.



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

A screenshot of the MiLogin for Business login page. The page is split into two main sections. The left section has a dark blue background and contains the text "Michigan's one-stop login solution for business" with a right-pointing arrow. Below this is a paragraph of small text explaining the service. The right section has a white background and contains a login form. The form includes fields for "User ID" and "Password", each with a "Forgot your user ID" or "Forgot your password?" link. Below the fields is a checkbox for agreeing to terms and conditions, followed by "Log In" and "Create an Account" buttons. The top of the page has a header with the "MiLogin for Business" logo and "Help" and "Contact Us" links.

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	
September	• Manage new users. • Begin coordinating Expenditure personnel. • Begin coordinating Follow-Up personnel. • Begin coordinating Enrollment personnel and assisting with proper instructional design of classes.
November	• Expenditures report submission first week in November • Oversee Work-Based Learning and post-secondary credential collection.
January	• Follow-Up report submission due the second week in January
May	• Oversee UIC/MSDS data review and maintenance. • Student enrollment data deadline is the second week in May.
June	Enrollment report submission is due the third week in June.

Reporting Due Dates

Career and Technical Education Information System

Michigan Department of Education
Office of Career and Technical Education

Announcements

Summer 2026

CTEIS 2026-2027
Happy Summer 2026!

New Updates...

Welcome to the updated CTEIS 2027 system. CTEIS 2027 is now live for summer activities.

- The system has been updated to include new features and improvements for the 2026-2027 academic year.
- Manage Credentials is now available for you to add credentials to your student records.
- CTEIS Enrollment and Expenditure functions will be available in the beginning of September 2026.

Continue to look for weekly updates.

V2027.1.0

Helpful Links

Key Reporting Dates

Count Days
Fall Count Date: October 7, 2026
Spring Count Date: February 10, 2027

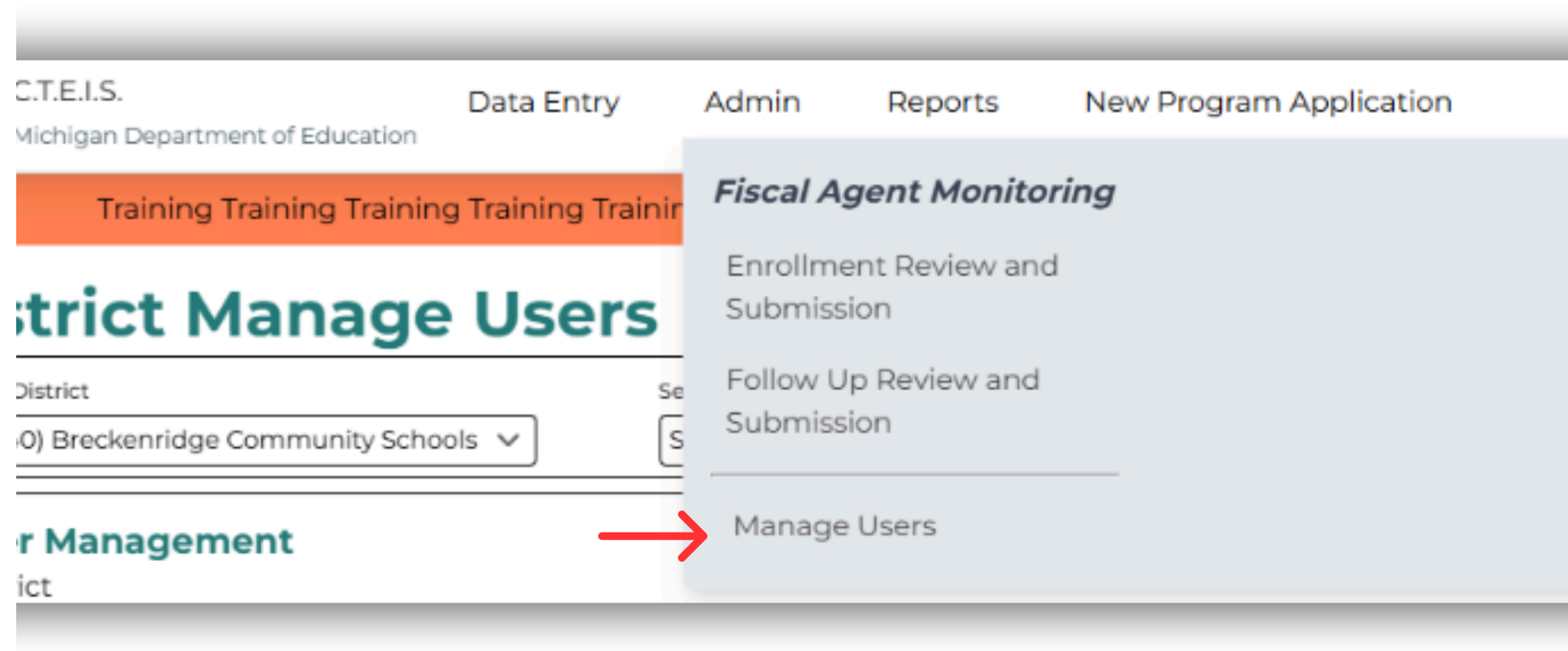
4033 (2025-26) Expenditure Report
1st and 2nd Thursday in November
Due to CEPD Administrator: November 5, 2026
Due to OCTE: November 12, 2026

Follow-up Report
Due to CEPD Administrator: January 14, 2027
Due to OCTE: January 21, 2027

CTEIS/MSDS Match Dates
Students enrolled in CTEIS course-sections by these dates will be matched against the MSDS data file using student UICs. Demographics from MSDS or

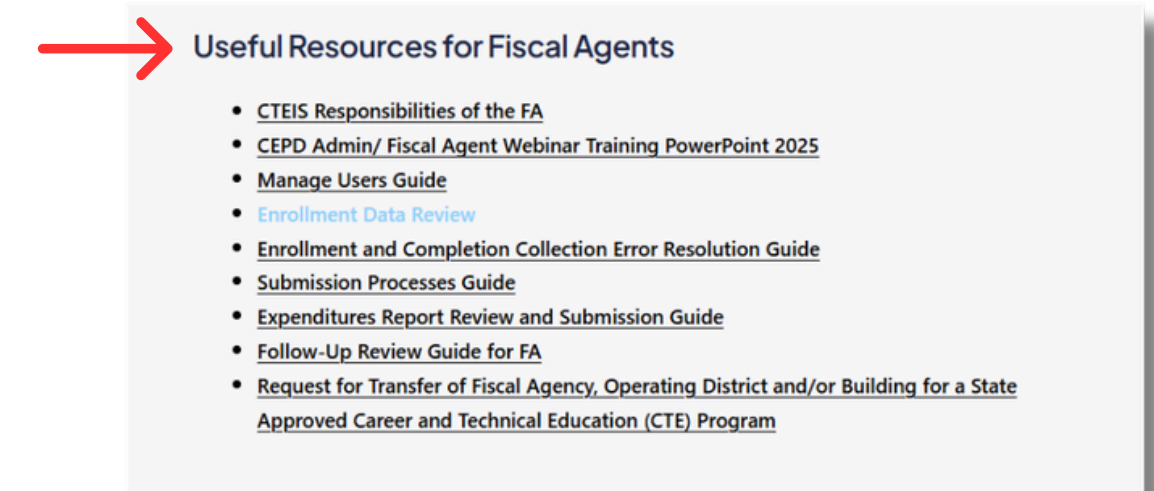


Level 5 Fiscal Agency Authorized Official CTEIS Demos:



- To practice, log in to train.cteis.com using your MILogin 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



CTEIS Knowledgebase: 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	
September	• Assist new users. • Begin coordinating Expenditure personnel. • Begin coordinating Follow-Up personnel. • Begin coordinating Enrollment personnel and assisting with proper instructional design of classes.
November	• Expenditures report submission first week in November. • Oversee Work-Based Learning and post-secondary credential collection.
January	• Follow-Up report submission second week in January.
May	• Oversee UIC/MSDS data validation and review. • Conduct CEPD Options selection process. • Student enrollment data deadline second week in May.
June	• CTEIS Options are due in the second week of June. • Enrollment report submission third week of June.

Reporting Due Dates

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Michigan Department of Education
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Follow-up Report

Due to CEPD Administrator: January 14, 2027

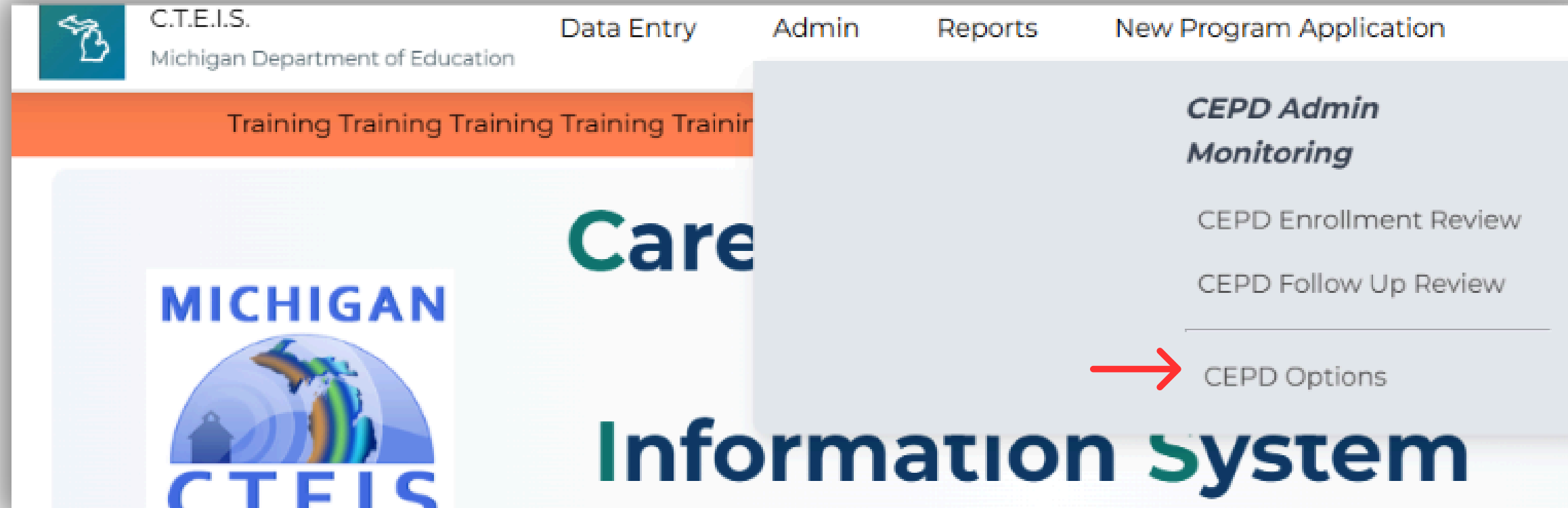
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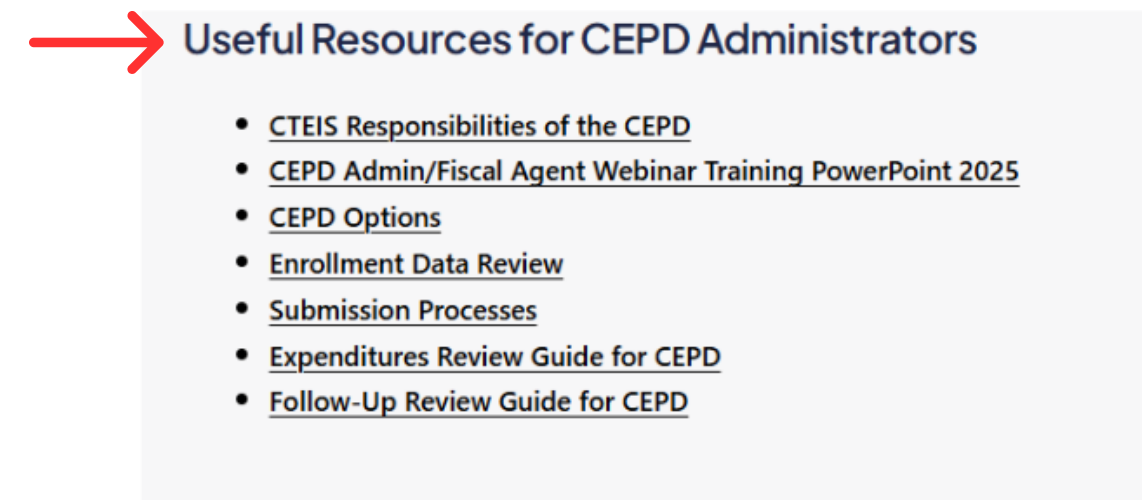


CEPD Administrator CTEIS Demos:



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- To view the Fiscal Agent Manuals for step-by-step instructions, visit: <https://support.cteis.com/cepd-administrator/>

Manuals on the Knowledgebase



CTEIS Knowledgebase: support.cteis.com



Looking Ahead:

- The Expenditure report is due to CEPD on November 5, 2026, and the CEPD submits it to OCTE on November 12, 2026.
- Follow-up report is due to CEPD: January 14, 2027, and the CEPD submits it to OCTE: January 21, 2027.
- Spring Enrollment Training begins in March 2026.
- CTEIS/MSDS Match Dates: by May 7, 2027.
- CEPD Options due to OCTE: June 3, 2027
- End of Year Completion Entry: June 10, 2027, and the CEPD submits to OCTE: June 17, 2027.

THANK YOU!



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

