Meeting Minutes
Topic: CTEIS Updates & User Issues
Date: 9-24-2026
Attendees: Jennie Miron CEPD 5; Norma Villarreal CEPD 29 - Genesee Career Institute; Beth Bressler, CEPD 48; Tricia Gregory CEPD 22 Montcalm County; Cari Lloyd, CEPD 30; Steven Billes / Oakland Schools / CEPD 39; Trish Kern, CEPD 49; Lynn Kulhawick, CEPD 13; Jacqueline Seitz, CEPD44; Jodie Nunn CEPD 19; Sam Sallee CEPD 50; Jackie Courter CEPD 31; Laura Hadden, CEPD 33; Crystal Nowka, CEPD 42; Michael Schomisch. CEPD 35; Jocelyn Miller - CEPD 36; Shelli Gordon CEPD #25; Sheila Brugger, CEPD 45; Danielle Ayres - CEPD 12; Shannon Williams - CEPD 40; Amy Rounds - CEPD 46; Rhonda Turner-CEPD 42; Andrea Rusco CEPD 21; Hannah Sanderson, CEPD 07; Shannon Smith CEPD 02; Natalie Kompik CEPD 32; Charlie Jones CEPD 43; Kelly Graves CEPD 20; Jennie Jensen CEPD 37; Sharon Wilcox CEPD 41; Michele Hills CEPD 53; Jill Kroll OCTE, Yincheng Ye OCTE, Jackie Martinez OCTE, and Shawn Sweeney OCTE

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1. PTD Technology Update

- PTD released an updated version of CTEIS; some issues remain and are being addressed.
- Users should submit any issues to the help desk.
- Enrollment reports were released at the beginning of September at www.reports.cteis.com.
- Expenditures application was opened mid-September.
- The Follow-up Module will open in October. A teacher and student reporting tool will be included; more information is forthcoming.
- PTD is working on year-end reports and will begin sharing them soon.

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2. Issues from CTEIS Users (Problems, Questions, Concerns)

Teacher Tool & Survey Process. A new teacher tool allows teachers the ability to enter information related to students answers to follow up questions.

- Teachers can enter student survey responses in the Teacher Reporting Tool in CTEIS after contacting students (by phone or other means), but they should not answer the survey questions on behalf of the students.
- The Teacher Reporting Tool is designed so teachers can enter data instead of relying on one or two CTEIS users entering all the data.

- Teachers will not need a CTEIS ID for this tool at this time.
- The PIN identifies the student. The system will recognize when a teacher completes the survey.

Teacher Assignment & follow up PIN Questions. Questions were asked about how students were assigned PIN (Personal Identification numbers) for the use of follow up questions.

- Question was asked if a new teacher is assigned the follow up questions, will that cause an issue with collecting data from the students. The PIN code is still tied to the student, not the teacher; Therefore, there shouldn't be an issue.
- Question was asked about the protocol if two or more teachers teach a program with same CIP. Programs may have multiple teachers assigned to the same CIP; however, the number of teachers does not affect how students receive their PIN numbers. CTEIS groups students by program rather than by individual teacher assignments, so the number of teachers involved in delivering the program has no impact on PIN distribution.

Data Access question related to Access to new program application

- Teachers will not have access to the New Program Application data unless granted a specific role.

Retention Requirements for follow-up surveys

- Follow-up survey data must be retained according to district retention policies or OCTE rules, whichever period is longer. Paper follow-up evidence no longer needs to be kept for 15 years. Under updated OCTE retention requirements, records must be maintained for two years after the completion of the related Perkins activities.
- Question was asked if GEMS would be discontinued. GEMS will remain in use this year and will transition only certain functions (like New Program Applications) to CTEIS. GEMS is not being discontinued.

CIP Self-Review & Credentials

- The New Program Application and CIP Self-Review processes will transition from GEMS to CTEIS. CEPD Administrators were notified on September 18. High school teachers will still be required to enter CIP Self-Review in GEMS for 26-27 school year. CIP Self-Review will transition to CTEIS in 2027-28 for all users. New program applications will be entered in CTEIS starting in 2026-27 school year. Michigan Department of Education Memo

- Issues regarding subsection data accuracy should be submitted via help desk ticket.
- Approved Perkins V credentials from the CPG have been added to CTEIS, and foundational credentials have also been updated. Users may request additional foundational credentials through Yincheng, using the request form available on the MDE website.

Reports & Training

- PTD will look into problems reported with the Student Advancement Report.
- Training is available and can be found at Registration & General Information - Home; PTD will explore by adding more detailed documentation or additional training on how to interpret and use the Student Advancement Report.

User Access for Program Application Transition

- With the transition of New Program Applications and CIP Self-Review into CTEIS, staff and teachers may need a CTEIS user ID. More details to follow.

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3. Upcoming Meetings (2026–2027)

- November 19, 2026
- February 18, 2027
- May 20, 2027

PTD Technology Help Desk

CTEIS.Help@ptdtechnology.com
(517) 333-9363 ext. 128
(800) 203-0614, ext. 128