

FOLLOW-UP REPORT TRAINING INFORMATION



FOLLOW-UP DUE DATES:

Report due to CEPD: **January 11, 2024**

Report due to OCTE: **January 18, 2024**

DESCRIPTION:

The Follow-Up Report is the survey of program concentrators and their continued use of CTE skills. This survey is conducted by telephone, mail, and e-mail. Follow-Up training opportunities include 4 webinars. Additionally, an online video is available at all times.

Presentation: The morning webinar will include instruction on how to conduct your survey as well as how to complete your report. Demonstrations will be given utilizing the CTEIS application. Webinar participants may download handouts and manuals directly from the CTEIS website at www.cteis.com.

Before training, please verify the following:

- You have a MILogin Third-Party Account.
If you do not have a MILogin account, you may create one at <https://milogintp.michigan.gov/> For assistance with linking your MILogin Third-Party account, please see the OCTE article on the CTEIS Knowledge Base at support.cteis.com/Portals/3/Create-MILogin-Third-Party-Account.pdf.
- Ensure you are able to login to CTEIS with your MILogin account username and password?
You can verify your login works at www.cteis.com. If you are sure you have a valid MILogin account but are unable to login to CTEIS, contact your Level 5 Fiscal Agency Authorized Official.

TRAINING DAY AGENDA:

Webinar presentation from 9:00 AM to 12:00 PM

TRAINING CALENDAR:

Date	Location
10/17/2023	Webinar
10/19/2023	Webinar
10/24/2023	Webinar
10/26/2023	Webinar