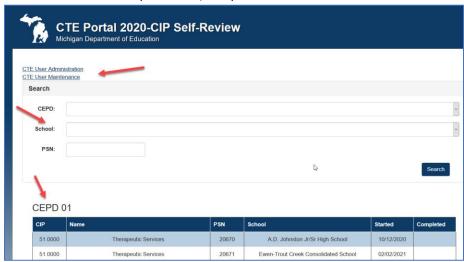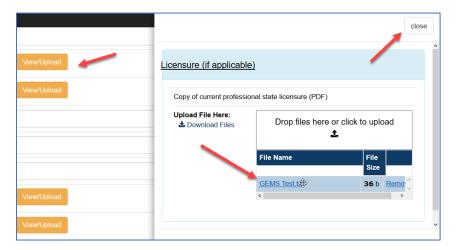# CIP Self-Review

Administrator Review

Each Career Education Planning District (CEPD) administrator is required to review 20% of their CTE programs each year and each program must be reviewed at least once every five years. This process must be completed via the MDE-CTE Portal www.michigan.gov/mde-cteportal by June 30th of each year. The sequence of the selected programs is at the discretion of the CEPD Administrator. There is no need to upload a list of the CEPD-selected 20%. This information is recorded and reported within the MDE-CTE Portal.

1. Navigate to www.michigan.gov/mde-cteportal and select CIP Self-Review.

2. Scroll down the page and click the "Log In Here" button.

3. Log in using your MEIS credentials.
   - For password resets, navigate to MEIS (https://mdoe.state.mi.us/MEIS/login.aspx) and select the "I forgot my Password" button.

4. When the page displays, an administrator should see administrator links above a Search section as well as their CEPD number and programs. In addition, the display is sortable by clicking on the header names (i.e School, PSN).
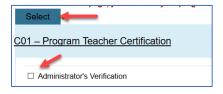

5. Mouse over the 1st PSN on your list. The display color and/or shade will change.

6. Click to open the PSN.

7. Scroll through Manage Contacts to verify and/or update the information, then click the Next button.

8. For the C0-# sections there are additional steps. The administrator is not only verifying the text box fields, but they also need to verify the uploaded files.
9. To check uploads:
    a. Click View/Upload.
    b. Verify needed files are present.
    c. Click on the file name to open/verify document content.

10. Repeat for each upload on page.

11. When complete, scroll up and click the Administrator's Verification check box.

12. Use the quick navigation to move to the next section by clicking Select.

13. MDE recommends periodically clicking Save and Close to capture the progress.

14. Review each section.

15. When the administrator has reviewed all sections, they should scroll down the page and click Submit.

16. Repeat process for each PSN on your 20% list.