October 07, 2019

FCS Teachers Rock!

Thanks to your hard work the FCS division had the fewest salary and teaching schedules missing on the morning after the deadline. Thanks so much!

ICAP (Individualized Career and Academic Plan)

Teachers, please take a minute to visit with your counselors and tell them you are already doing most of the ICAP components in your classroom! You can help them. Small schools where everyone takes FCS or Ag, between the two programs you can have ICAP done.

Goodbye, Valerie

Congratulations to our Administrative Assistant II, Valerie McBane who has taken a new position at Careertech. Welcome to Rose Mangold, from OSU who begins as the FCS Administrative Assistant II on October 17. Please be patient with Rose as she learns the ropes (and abbreviations) associated with CareerTech and FCS!

CESI Due Date: October 31

If you have completed your Salary & Teaching Schedule, then you can begin the CESI data collection for the 2019-2020 school year. Remember, your username for CTIMS is your school email address. If you have forgotten your password, there is a "Forgot your password?" link on the CTIMS log in screen. You have 5 attempts to guess your password. After that, you will be locked out of the system and will have to contact IMD to set up your account again. It's best to select the "Forgot your password?" before getting locked out of the system.

Due Dates, Guidebooks and other resources are located on the CTIMS page under the '**Comprehensive Schools**' heading:

Comprehensive Schools

CESI (Comprehensive School Enrollment)
- CESI Technical Guidebook
- CESI Guide (powerpoint)
- CESI File Upload Excel Template
- CESI Manual Input Worksheet (Use to gather information for manual input using Add/Edit/View Student Records. Do not use for File Upload. To upload file, use the Excel Template above.)
- CESI Pathway and Course Codes
- Due Dates:
  - October 31: Initial Submission
  - January 31: Additional Enrollment
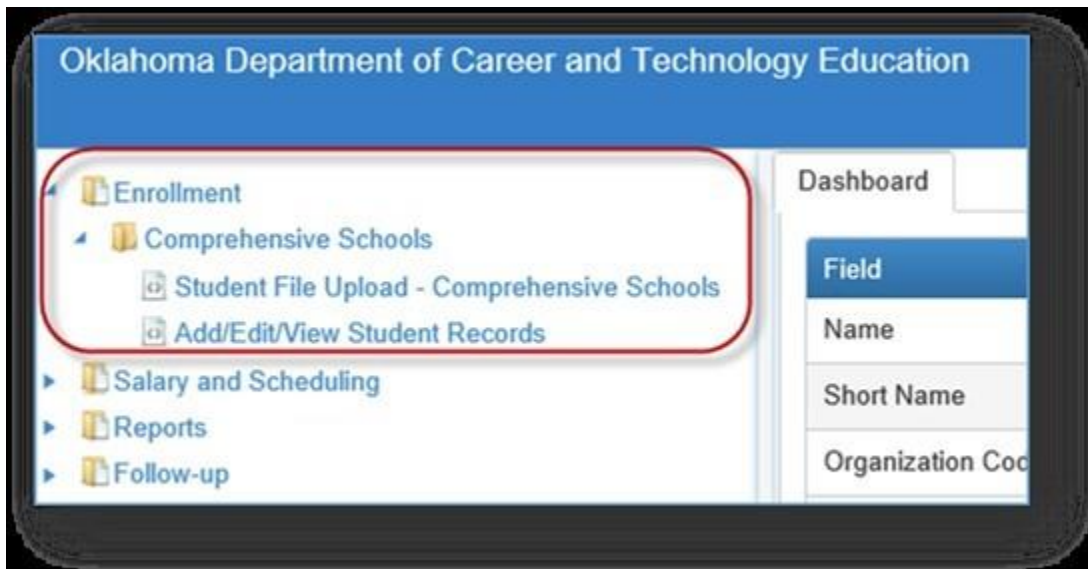 - May 31: Final Date for Submission

Remember, you must use Internet Explorer when using CTIMS. Other browsers may work up to a certain point but is not guaranteed to capture and submit your data successfully.

Below is what you will see in the left pane of the CTIMS screen once you have signed in.

- If you are uploading the spreadsheet template with your information, choose 'Student File Upload – Comprehensive Schools'.

- If you are entering students one at a time, choose 'Add/Edit/View Student Records'.

For questions, do not hesitate to call CTIMS Support at (405) 743-5134 or email CTIMSSupport@careertech.ok.gov for assistance.

CTIMS Login

Did you know...?

Cake Decorating

Cake Decorating is back in the STAR Event line-up! Guidelines have been updated (10/1) and are now on the Oklahoma website under Meetings & Events.

FCCLA Affiliation

Oklahoma FCCLA's first affiliation date is **October 10**. Remember your chapter is not affiliated until National FCCLA has payment in hand. Let's shoot for the moon to increase membership this year!

Need help with anything FCCLA? Contact Gail Taylor at 405.743.5472 or gail.taylor@careertech.ok.gov.

Upcoming Dates and Deadlines

October 8: Take AIM, Moore Norman - S. Penn
October 10: FCCLA Affiliations Due
October 22: FCCLA Exec Council/Advisory Board Mtg
November 1: FCCLA Connection Magazine Articles Due

Complete list of the 2019-20 Dates to Remember

(login required)

CONTACT US

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