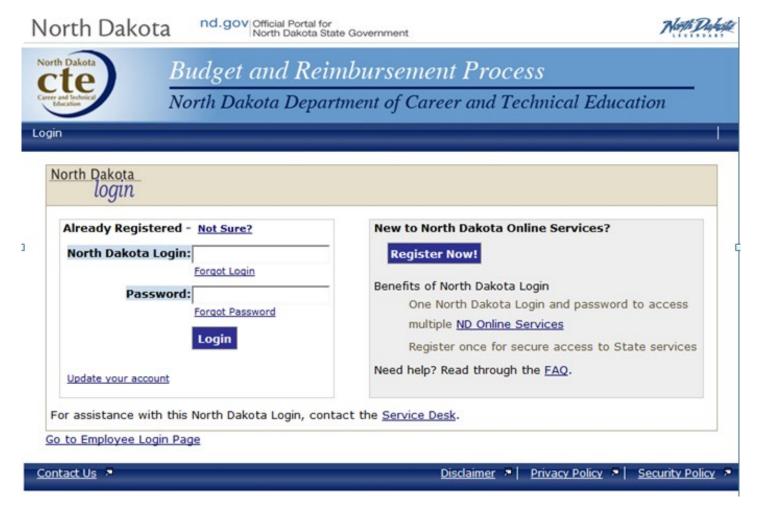# Budget and Reimbursement Process

BRP

User Manual

North Dakota

Department of Career and Technical Education

USERS MANUAL

GETTING STARTED:

Go to https://apps.nd.gov/cte/brp/

To enter the CTE BRP System, enter your North Dakota login and password. This is the same login and password used to enter DPI's STARS system or the ESPB system.

Anyone using the BRP System will need to have a ND Login ID. If a potential user of this system does not have one, check on "Register Now" on the right-hand side of the screen.

This is the Main Menu page. Tasks will be performed from this page as described in this manual.

MAIN MENU

Search: May search for a specific annual plan or eligible recipient.

Maintenance: May initiate the creation of a cooperative arrangement or log travel expenses.

Work Queue: Shows any existing annual plan/revised budget/reimbursement claim that needs to be reviewed and/or updated. Click "View" to review and update an annual plan/revised budget/reimbursement claim.

NEXT STEPS:

1. For instructions to assign other school district employees rights to this system, click here.

2. For instructions to use your work queue, click here.

3. For instructions to search for specific annual plans/revised budgets/reimbursement claims, click here.

4. For instructions on completing a Program Evaluation Questionnaire, click here.

5. For instructions to create a cooperative arrangement, click here.

6. For instructions to log travel expenses, click here.

7. For instructions to submit reimbursement claims, click here.

Budget and Reimbursement Process
North Dakota Department of Career and Technical Education

Search Recipients

Search Criteria

Recipient Name: anyschool ×

City:

District:

Year: 2013 - 2014

Entity Type: Eligible Recipient

Clear Search

1. ASSIGNING RIGHTS TO SCHOOL DISTRICT EMPLOYEES:

   You may assign rights in two ways:

   1. As a Fiscal Agent—this would be the person(s) who compiles/revises/submits information and has full access to the BRP System.

   2. As a User—this would be other school district employees needing to use the system for specific activities to which you assign them.

   To begin assigning rights: Click "Eligible Recipient" on the main menu (which was the previous screen you saw). Change to current year on the screen seen above, choose the entity type*, and press the "Search" button.

   * State Plans = Eligible Recipient   Perkins Plans = Perkins Recipient

Search Results

School Name	District Name	Address	Telephone	Email	Action
AnySchool	Beach	AnyStreet AnyTown, ND 58503		anyone@a.gov	View

Click "View" to access your school/consortium.

Budget and Reimbursement Process

North Dakota Department of Career and Technical Education

View Eligible Recipient

Eligible Recipient Details

Name: AnySchool
District: Beach
Contact Name: AnyBody
Address Line 1: AnyStreet
Address Line 2:
City: AnyTown
State: ND
Zip: 58503
Telephone:
Email: anyone@a.gov
Recipient Type: High Schools Offering Only Non-Occupational Programs
Status: Open
Year: 2014

Approved Programs

There are no programs for this entity.

Evaluation Questionnaires

There are no questionnaires for this entity.

Fiscal Agents

Login Name	Full Name	Status	Action
jeff.bradford	Bradford, Jeff	Active	Deactivate

Add Fiscal Agent

Return

TO ADD A FISCAL AGENT:

Go to Fiscal Agents section toward bottom of screen.

Click on "Add Fiscal Agent" in order to assign rights to the person(s) who is responsible for entering and submitting data to CTE.

Budget and Reimbursement Process
North Dakota Department of Career and Technical Education

Add Fiscal Agent

Recipient: AnySchool

State of ND Login ID: [ ]

First Name: [ ]

Last Name: [ ]

Cancel Add Add to All District Entities

Enter the ND Login ID, First Name, and Last Name of person to be added as a fiscal agent. (You are already identified as a fiscal agent. This would be for any new fiscal agents to be given access to the BRP System.)

Click "Add" to add this person to only the Recipient (or school) you clicked (see upper right corner for this recipient). OR...

Click "Add to All District Entities" to add this person to all entities (schools) in the school district.

Repeat these steps to add an additional fiscal agent(s).

When finished, click "Return" to go back to Search or click "Main Menu."

To deactivate a fiscal agent:

If someone designated as a fiscal agent is no longer employed by the school district or no longer needs to have access to the program, simply click on "Deactivate" next to their name on the Fiscal Agents section of the page.

Budget and Reimbursement Process
North Dakota Department of Career and Technical Education

Main Menu | User: Bradford, Jeff | Logout

Search Recipients

Search Criteria

Recipient Name: anyschool ×

City:

District:

Year: 2013 - 2014

Entity Type: Eligible Recipient

Clear | Search

ASSIGNING RIGHTS TO A USER (OTHER SCHOOL DISTRICT TEACHERS/EMPLOYEES):

NOTE: Adding a user will give that person access to view and edit information from their program area (i.e. Agriculture, FACS, etc.). This includes financial information such as salary, benefits, etc.

Change to current year and press the "Search" button.

Search Results

School Name	District Name	Address	Telephone	Email	Action
AnySchool	Beach	AnyStreet AnyTown, ND 58503		anyone@a.gov	View

Click "View" to open your school building.

Budget and Reimbursement Process
North Dakota Department of Career and Technical Education

North Dakota
cte
Career and Technical
Education

Main Menu

User: Bradford, Jeff | Logout

View Eligible Recipient

Eligible Recipient Details

Name: AnySchool
District: Beach
Contact Name: AnyBody
Address Line 1: AnyStreet
Address Line 2:
City: AnyTown
State: ND
Zip: 58503
Telephone:
Email: anyone@a.gov
Recipient Type: High Schools Offering Only Non-Occupational Programs
Status: Open
Year: 2014

Approved Programs

Program Name	Program #	Service Area	Level	Funding Source	Status	Action
AG	21	AGRICULTURE	Secondary	State	Active	Edit

Evaluation Questionnaires

There are no questionnaires for this entity.

Fiscal Agents

Login Name	Full Name	Status	Action
jeff.bradford	Bradford, Jeff	Active	Deactivate

Add Fiscal Agent

Return

TO ADD A USER:

Go to Approved Programs section in the middle of the screen.

Click on "Edit" for the program to which you wish to assign rights to a user.

Edit School Program

Recipient: AnySchool

Year: 2014

*Service Area: AGRICULTURE

*Program: AG

*Level: Secondary

Users

Add User

Return

Click on "Add User".

Add User to Program

Recipient: AnySchool
Service Area: AGRICULTURE
Program: AG

State of ND Login ID:

First Name:

Last Name:

Cancel | Add

Enter ND Login ID, First Name, and Last Name of user.

Click "Add"

Edit School Program

Recipient: AnySchool

Year: 2014

*Service Area: AGRICULTURE

*Program: AG

*Level: Secondary

Users

Login ID	Name	Status	Action
minnie.mouse	Mouse, Minnie	Active	Deactivate

Add User

Return

Click "Add User" to continue adding users to this particular program and repeat previous steps to add a user.

Click "Return" in order to go back and add user(s) for different programs.

To deactivate a user: If someone designated as a user is no longer employed by the school district or no longer needs to have access to the program, simply click on "Deactivate" next to their name on the User section of the page.

Main Menu

Search
Annual Plan

Eligible Recipient

Maintenance
Create Cooperative Arrangement

Log Travel Expenses

Work Queue

Funding Type	Description	Entity	Service Area	Program	Status	Actions
Federal	Annual Plan	AnySchool			Unsubmitted	View
State	Cooperative Host Submit	AnySchool		Cooperative	Ready to Submit	View
State	Annual Plan	AnySchool	AGRICULTURE	AG	Unsubmitted	View
State	Annual Plan	AnySchool	BUS & OFFICE TECH	ACCT/BUS ADMIN	Unsubmitted	View
State	Annual Plan	AnySchool	INFORMATION TECH	IT-10 ONLINE	Unsubmitted	View

2. USING THE WORK QUEUE :

       This is where anything CTE has sent you will appear. Anything in the Work Queue requires action on your part.

1. To work on a State Annual Plan, Click "View" on an Annual Plan. Click here for additional instructions.

2. To work on a federal Carl Perkins Annual Plan, Click "View" on an Annual Plan. Click here for additional instructions.

3. To utilize the Search function on the Main Menu, click here for additional instructions.

4. To work on Evaluations, click "View" on the Evaluation in the Work Queue. Click here for additional instructions.

5. Cooperative Agreements

- To work on Cooperative Arrangements as the Host School, click "View". Click here for additional instructions.

- To work on Cooperative Arrangements as the Receiving School, click "View". Click here for additional instructions.

6. To Log Travel Expenses, click on "Log Travel Expenses" from the Maintenance section of the Main Menu. Click here for additional instructions.

MISCELLANEOUS NOTES:

CTE will not send plans (state or Perkins) back to you. You will have the ability to check the status of any plan by going to Search in the Main Menu and locating the plan you wish to view.

Once you have submitted a plan, you will have to contact either your Technical Assistant or the CTE Fiscal Administrator and have the plan sent back to you if you need to make further changes.

2014 Annual Plan

Memo:
Edit

Recipient: AnySchool
Service Area: BUS & OFFICE TECH
Program: ACCT/BUS ADMIN
Funding Source: State

Instructors / Activities

Instructor	Contract Days	% of Time	Instructional Salary	Base Amount	Rate	Reimbursed Amount	Local
Smith, Jane Edit	185 Edit	86% Edit	$38,000 Edit	$32,680	27%	$8,824	$23,856

Add Instructor

Description	Total Cost	Base Amount	Rate	Reimbursed Amount	Local
Instructor / Activities	$38,000	$32,680		$8,824	$23,856
Teacher Retirement:	$4,000 Edit	$3,440	0%	$0	$3,440
Social Security:	$2,700 Edit	$2,322	0%	$0	$2,322
Insurance:	$9,600 Edit	$8,256	0%	$0	$8,256
Travel:	$2,000 Edit	$2,000	0%	$0	$2,000
Equipment & Instructional Materials:	$0	$0	0%	$0	$0
Supplemental	$0	$0	0%	$0	$0
Totals:	$56,300	$48,698		$8,824	$39,874

1. WORK QUEUE—REVIEW AND EDIT STATE ANNUAL PLAN/REVISED BUDGET:

For each program area, review the plan to verify and/or edit the following information:*

- The names of all instructors assigned to this program. (Names should be listed as Last Name, First Name. If a name does not appear as Last Name, First Name—please edit it to show in this fashion.)

    - If an instructor has left your school and been replaced with someone else, "Edit" that instructor by inserting the information for the new instructor. If you have added an additional instructor, click on "Add Instructor" to insert the needed information.

- The number of contract days for each instructor.

- The Extended Contracts, CTSO Salaries, etc. for instructors. (If you need to add these types of items to the plan, click on "Add Instructor")

- The percent of time for each instructor. (This is calculated by taking the number of class periods allowed for planning, instruction and the supervision of students in occupational experience programs and divide this by the total number of class periods. It is not to include other assignments such as supervising study halls and teaching non-CTE courses.) Click here to access a chart that has the percentage of time already calculated for you.

    - *For the revised budget process, you must upload a copy of your master teaching schedule. This is done by clicking on the "Upload Document" link in the Documentation section toward the bottom of the revised budget. Once you access the "Upload Document" screen, please enter "School Name Master Schedule" in the File Comment box, then click Browse to locate the master schedule file, and finally, click "Upload."*

- The total amount of the instructor's contracted salary. Extra-duty pay for non-CTE activities such as coaching or tech coordinating should not be included.

- A total for the amount of Teachers Retirement, Social Security, and Insurance that the district contributes for all instructors listed above.

- The amount of travel funds requested. This total should include mileage, meals, registration fees, and lodging. (Click here to access CTE Reimbursable Travel and Per Diem Guide.)

- The amount of funds requested for equipment and instructional materials. Funding requests for these areas must be supported with a request for Equipment & Instructional Materials form.** Click here to access instructions.

2014 Annual Plan

Memo:
Edit

Recipient: AnySchool
Service Area: BUS & OFFICE TECH
Program: ACCT/BUS ADMIN
Funding Source: State

Instructors / Activities

Instructor	Contract Days	% of Time	Instructional Salary	Base Amount	Rate	Reimbursed Amount	Local
Smith, Jane Edit	185 Edit	86% Edit	$38,000 Edit	$32,680	27%	$8,824	$23,856

Add Instructor

Description	Total Cost	Base Amount	Rate	Reimbursed Amount	Local
Instructor / Activities	$38,000	$32,680		$8,824	$23,856
Teacher Retirement:	$4,000 Edit	$3,440	0%	$0	$3,440
Social Security:	$2,700 Edit	$2,322	0%	$0	$2,322
Insurance:	$9,600 Edit	$8,256	0%	$0	$8,256
Travel:	$2,000 Edit	$2,000	0%	$0	$2,000
Equipment & Instructional Materials:	$0	$0	0%	$0	$0
Supplemental	$0	$0	0%	$0	$0
Totals:	$56,300	$48,698		$8,824	$39,874

Authorized Signature

I certify that the information submitted is factual, complete and can be substantiated with invoices on file in the clerk or business manager's office in this district/institution.

Name: [   ]   *Date:* [   ]

Return | History | Submit

*Required

1. WORK QUEUE—REVIEW AND EDIT STATE ANNUAL PLAN (continued):

Memo Section (found at top left of screen)—Click "Edit" to convey any additional information you wish to submit to CTE.

Once all areas of the form have been reviewed and updated, go to Authorized Signature section, and key in your name and select the date from the pop up calendar. Click on "Submit" to submit to CTE. On the next screen, click "Submit to CTE" to finalize submission or click on "Return" to go back to the previous screen. Click "Main Menu" at top left of screen to return to Work Queue. At this point, if you are finished with your work session, log out by clicking on "Log Out" in the upper right hand corner of the screen. If you are not finished with your work session, click on the next item you wish to work on.

NOTE: Information is saved automatically. You can back out of this screen at any time. Click "Main Menu" at top left of screen to return to Work Queue. Just go back to your Work Queue to click on the plan and continue working on it or submit it.

NOTE: Not all CTE programs are eligible for funds for Equipment & Instructional Materials or Supplemental. Only Career & Technology Centers, middle school Technology & Engineering Education Programs, Emerging Technology Consortiums, and other authorized entities have the ability to request these funds. If you are one of these entities, click here for instructions to edit the Equipment & Instructional Materials section. Click here for instructions to edit the Supplemental section.

Main Menu

Search
Annual Plan

Eligible Recipient

Maintenance
Create Cooperative Arrangement

Log Travel Expenses

Work Queue

Funding Type	Description	Entity	Service Area	Program	Status	Actions
Federal	Annual Plan	AnySchool			Unsubmitted	View

2. WORK QUEUE—REVIEW AND EDIT PERKINS ANNUAL PLAN/REVISED BUDGET:

Carl Perkins
Memo:
Edit

Carl Perkins Annual Plan ID: 732
Allocation Amount: $50,000

Consortium: AnySchool

Service Area	Program Name	Total Budget	Salaries	Travel	Equip. Req.	Equip. Appr.	In-service	Admin	Contracted Services	Other Total	SA Signoff	Action
AGRICULTURE	AG	$0	$0	$0	$0	$0	$0	$0	$0	$0		Edit
BUS & OFFICE TECH	BUS & OFFICE	$0	$0	$0	$0	$0	$0	$0	$0	$0		Edit
FCS-ED	FACS	$0	$0	$0	$0	$0	$0	$0	$0	$0		Edit
	Totals:	$0	$0	$0	$0	$0	$0	$0	$0	$0		

Identify the new allocation (located in upper right hand corner of the screen) and make any necessary changes to any of the service areas by clicking on "Edit".

Carl Perkins Annual Plan
Total Allocation: $50,000

Consortium: AnySchool
Service Area: AGRICULTURE
Program: AG

Description	Amt. Requested	Amt. Approved	Action
Salaries:		$0	Edit
Travel:		$0	Edit
Equipment:	$0	$0	Edit
In-service:		$0	Edit
Admin:		$0	Edit
Contracted Services:		$0	Edit
Other:		$0	Edit
Total:		$0	

Return

Make any changes or updates to individual line items by clicking on "Edit" and changing the dollar amount.

Any money allocated to salary will require that instructor names be keyed in. Simply type all names in the same box, and separate them by commas.

Changes to Equipment amounts will require that a form to have the equipment approved be completed. Click here for instructions to complete an Equipment form.

Annual Plan: Equipment/Instructional Materials

Details

Estimated Equipment Expenses:	$0	CTE Approved:	$0
Actual Spent:	$0	Reimbursed Amount:	$0
Rate:	0.00 %	Local:	$0
Total Purchases:	$0		

Show in Grid View

Add Equipment

Return

Click on "Add Equipment" to access the form to request equipment approval.

Click here to access the CTE Equipment and Instructional Materials Guide, which outlines CTE policies and procedures for requesting/purchasing equipment.

Annual Plan: Add Equipment and Instructional Materials

Requested Items

Description: HP Computers

Quantity: 12

Unit Cost: 600 ×

Perkins LEA Recipient: AnySchool ▼

Cancel Add

Key in the equipment description, the quantity you wish to purchase, and the cost per unit.

Click on the drop down for "Perkins LEA Recipient" to select the school where the equipment will be located.

Click "Add" to submit the equipment request. NOTE: Each piece of equipment requested will have to be approved by CTE before purchasing.

Annual Plan: Equipment/Instructional Materials

Recipient: AnySchool
Service Area: AGRICULTURE
Program: AG

— Details —

Estimated Equipment Expenses:	$7,200	**CTE Approved:**	$0
Actual Spent:	$0	**Reimbursed Amount:**	$0
Rate:	0.00 %	**Local:**	$0
Total Purchases:	$0		

Show in Grid View

HP Computers - AnySchool

Requested: Qty: 12 Unit Cost: $600.00 Total Cost: $7,200.00   Edit Delete
Approved: Qty: 0 Unit Cost: $0.00 Total Cost: $0.00
Denied: Denied Reason:

Purchased Items
Add Purchase

Documentation
Upload Document

Add Equipment

Show in List View

Equipment	Quantity	Unit Cost	Total Cost	Quantity Approved	Unit Cost Approved	Total Cost Approved	Action
HP Computers - AnySchool	12	$600.00	$7,200.00	0	$0.00	$0.00	View Delete

Add Equipment

As you request pieces of equipment, it can be viewed in two formats—List View or Grid View.

As each piece of equipment is keyed, it will appear on the screen after "Add" has been clicked. Continue clicking on "Add Equipment" at the bottom of the screen to request additional pieces of equipment.

NOTE: DO NOT click on "Add Purchase" or "Upload Document" at this time. These buttons can not be used until the piece of equipment has been approved and you have made the purchase.

When finished requesting equipment, click "Return" to go back to the Perkins Annual Plan.

Add Other

Consortium: AnySchool
Service Area: AGRICULTURE
Program: AG

Add Other Details

Purpose: [ ]

*Amount: [ ]

[Add Other]

Added Other

Type of Expense	Service Areas	Purpose	Amount	Action

[Return]

Key in purpose and amount for Other type items on which you wish to expend Perkins dollars.

Click "Add Other"

Add Other

Consortium: AnySchool
Service Area: AGRICULTURE
Program: AG

Add Other Details

Purpose: [ ]

*Amount: [ ]

[Add Other]

Added Other

Type of Expense	Service Areas	Purpose	Amount	Action
Other	AGRICULTURE	Professional Development Contract	$3,000.00	Edit Delete

[Return]

Once you have clicked "Add Other", the item will be added to the table seen above.

You can edit or delete Other items that you have requested.

Click "Return" to return to the main page of the Perkins Annual Plan.

Carl Perkins

Carl Perkins Annual Plan ID: 732
Allocation Amount: $50,000

Memo:
Edit

Consortium: AnySchool

Service Area	Program Name	Total Budget	Salaries	Travel	Equip. Req.	Equip. Appr.	In-service	Admin	Contracted Services	Other Total	SA Signoff	Action
AGRICULTURE	AG	$3,000	$0	$0	$7,200	$0	$0	$0	$0	$3,000		Edit
BUS & OFFICE TECH	BUS & OFFICE	$3,500	$0	$1,000	$0	$0	$0	$2,500	$0	$0		Edit
FCS-ED	FACS	$5,000	$0	$5,000	$30,000	$0	$0	$0	$0	$0		Edit
	Totals:	$11,500	$0	$6,000	$37,200	$0	$0	$2,500	$0	$3,000		

Add Program

Authorized Signature

I certify that the information submitted is factual, complete and can be substantiated with invoices on file in the clerk or business manager's office in this district/institution.

Name: [   ]   *Date:* [   ]

Return History Submit

Once all areas of the form have been reviewed and updated, go to Authorized Signature section, and key in your name and select the date from the pop up calendar. Click on "Submit" to submit to CTE.

On the next screen, click "Submit to CTE" to finalize submission or click on "Return" to go back to the previous screen.

Click "Main Menu" at top left of screen to return to Work Queue.

REMINDER: CTE will not send plans (state or Perkins) back to you. You will have the ability to check the status of any plan by going to Search in the Main Menu and locating the plan you wish to view.

Once you have submitted a plan, you will have to contact either your Technical Assistant or the CTE Fiscal Administrator and have the plan sent back to you if you need to make further changes.

Main Menu

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Annual Plan
Eligible Recipient

Maintenance
Create Cooperative
Arrangement
Log Travel Expenses

3. SEARCH:

The Search Annual Plan function can be used to locate a specific annual plan/revised budget for your school district. This can be used to check the current status of a plan or to view actions that have been taken.

Once you have searched for something, you can only take action if the item is in your Work Queue. Once the item leaves your Work Queue, you cannot take action on anything you search for.

Click "Annual Plan".

Search Annual Plans

Search Criteria

Entity: anyschool

City:

Service Area: None

Program: None

Program No:

Plan Type: Carl Perkins

Plan State:

Fiscal Year: 2014 - 2015

Clear   Search

Search Results

Entity Name	City	Service Area	Program	Program Number	Fiscal Year	Last Modified	Plan Type	Plan State	Action
AnySchool	AnySchool				2015	7/9/2014	Carl Perkins	Annual Plan - Entity Completing	Select

Select the desired Fiscal Year from the drop down menu. Press "Search".

This will show all of the plans for that fiscal year from your school district.

The search can be refined by using the other criteria to locate a specific school, program, or plan type (state or federal).

Main Menu

Search
Annual Plan
Eligible Recipient

Maintenance
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Arrangement
Log Travel Expenses

Work Queue

Funding Type	Description	Entity	Service Area	Program	Status	Actions
Federal	Annual Plan	AnySchool			Unsubmitted	View
State	Cooperative Host Submit	AnySchool		Cooperative	Ready to Submit	View
State	Annual Plan	AnySchool	AGRICULTURE	AG	Unsubmitted	View
State	Evaluation	AnySchool	BUS & OFFICE TECH		Unsubmitted	View
State	Annual Plan	AnySchool	BUS & OFFICE TECH	ACCT/BUS ADMIN	Unsubmitted	View
State	Annual Plan	AnySchool	INFORMATION TECH	IT-10 ONLINE	Unsubmitted	View

4. EVALUATION QUESTIONNAIRES

If your school needs to complete evaluation questionnaires, they will appear in the administrator's work queue.

DO NOT Click "View" next to an evaluation questionnaire unless you, the administrator, are going to complete it. If you wish to have an instructor complete the questionnaire, you will need to search for it and then assign it to the instructor by clicking on "Eligible Recipient" at the top of this screen.

Search Recipients

Search Criteria

Recipient Name: anyschool

City:

District:

Year: 2013 - 2014

Entity Type: Eligible Recipient

Clear   Search

Search Results

School Name	District Name	Address	Telephone	Email	Action
AnySchool	Beach	AnyStreet AnyTown, ND 58503		anyone@a.gov	View

Return

After clicking on "Eligible Recipient," search for the appropriate school, and when it appears in Search Results, click "View."

View Eligible Recipient

Eligible Recipient Details

Name: AnySchool
District: Beach
Contact Name: AnyBody
Address Line 1: AnyStreet
Address Line 2:
City: AnyTown
State: ND
Zip: 58503
Telephone:
Email: anyone@a.gov
Recipient Type: High Schools Offering Only Non-Occupational Programs
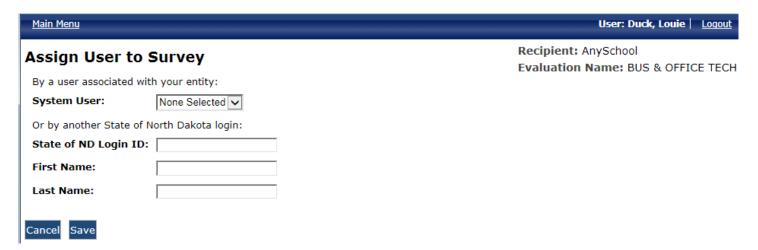**Status:** Open
Year: 2014

Approved Programs

Program Name	Program #	Service Area	Level	Funding Source	Status	Action
AG	21	AGRICULTURE	Secondary	State	Active	Edit
ACCT/BUS ADMIN	169	BUS & OFFICE TECH	Adult	State	Active	Edit
IT-10 ONLINE	103	INFORMATION TECH	Adult	State	Active	Edit

Evaluation Questionnaires

Service Area Name	Eval Description	Date Sent	Status	Submitted By	Assigned To	Action
BUS & OFFICE TECH	BUS & OFFICE TECH	7/21/2014	Incomplete			Assign Complete Hide From Queue

Any questionnaires assigned to your school district will appear in the Evaluation Questionnaires section. As the administrator, you can either assign the questionnaire to an instructor, complete it yourself, or hide it from your queue. In most cases, you will assign it to an instructor to complete.

Assign User to Survey

Recipient: AnySchool
Evaluation Name: BUS & OFFICE TECH

By a user associated with your entity:

System User: None Selected ▾

Or by another State of North Dakota login:

State of ND Login ID:

First Name:

Last Name:

Cancel Save

To assign to an instructor, check the drop down menu labeled System User to select the instructor. If the name doesn't appear, then enter their ND Login ID and name below and click "Save."

Service Area: BUS & OFFICE TECH

Standard: 1 - Instructional Planning and Organization

S=Strength   M=Meets Expectations   I=Improvement Opportunity   NA=Not Applicable

#	Question	S	M	I	NA
1	To what extent is curriculum aligned with the ND Standards for Business and Office Technology and business/industry certification standards? (Suggest reviewing curriculum standards and discussing local procedures for curriculum development.)	○	○	○	○
2	To what extent are appropriate academic skills (math, English, etc.) and workplace skills (teamwork, communication, etc.) integrated into all course offerings? (Suggest reviewing curriculum.)	○	○	○	○
3	To what extent is a plan in place that addresses curriculum and technology updates along with a plan to replace instructional materials that coordinate with those updates? (Suggest reviewing technology plans and instructional plans.)	○	○	○	○
4	To what extent are financial resources adequate to support the program? (Suggest reviewing budget and discussing availability of funds for operating all aspects of the program.)	○	○	○	○
5	To what extent are course descriptions in place that reflect the teaching of employability and occupational-related skills? (Suggest reviewing elementary, middle school, and postsecondary curriculum offerings.)	○	○	○	○
6	To what extent is the program part of an articulated K-12 (or K-14) keyboarding and computer instructional plan? (Suggest reviewing elementary, middle school, and postsecondary curriculum offerings.)	○	○	○	○
7	To what extent is a Program of Study in place? (Suggest reviewing Perkins Five-Year Plan.)	○	○	○	○
8	To what extent, as required by state statute, are two-unit coordinated Plans of Study in place that meet the required units and the career and technical education scholarship requirements? (Suggest reviewing CTE Coordinated Plans of Study and local curriculum.	○	○	○	○
9	Describe the programs strengths for instructional planning and organization:				
10	Describe the programs improvement opportunities for instructional planning and organization:				

Note: Selecting Next will save progress.

Return to Main Menu | Previous | Next

Once the questionnaire has been assigned to an instructor, it appears in their work queue. The instructor will click "View" to open the questionnaire and begin answering the questions.

The first of 12 standards will appear for the instructor to address. As the questions for each standard are completed, click "Next" to save that standard and go to the next. For each standard, all questions must be answered before the instructor is allowed to advance to the next standard. If you wish to go back to a previous standard, click "Previous," and if you wish to exit and finish at another time, click "Return to Main Menu."

After completing the 12th standard, clicking "Next" will take you to a summary screen and that will allow you to review the entire questionnaire. If you wish to print a copy for your records, press "Control P." When you are finished reviewing, scroll to the bottom, and click "Submit to CTE."

At this point, the evaluation questionnaire will no longer appear in the instructor's work queue, but it will remain in the administrator's work queue unless he/she click "Hide From Queue" from the Eligible Recipient screen.

Main Menu   User: Duck, Louie | Logout

Main Menu

Search
Annual Plan
Eligible Recipient

Maintenance
Create Cooperative
Arrangement
Log Travel Expenses

5. CREATING COOPERATIVE ARRANGEMENTS:

For the complete Cooperative Arrangements Procedures Guide, please click here.

For cooperative arrangements, this system has a two-part process. The instructions for the sending school begin here. To move to the instructions for the receiving school, click here.
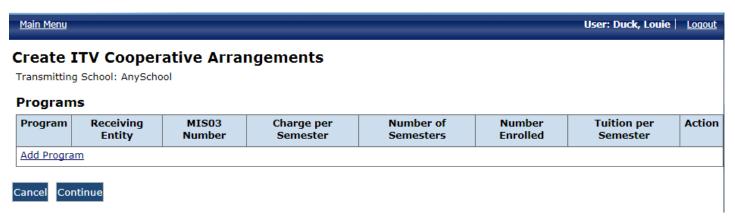
Click on "Create Cooperative Arrangement" under the Maintenance menu.

Main Menu   User: Duck, Louie | Logout

Create Cooperative Arrangements

Transmitting Entity AnySchool ▼

Cooperative Type: Interactive TV
                        Online
School Year: Sharing Instructors
                        Transporting Students

Cancel Continue

Select the Transmitting Entity (sending/host school) from the drop down menu.

Select the Cooperative Type from the drop down menu.

Click on "Continue".

Main Menu   User: Duck, Louie | Logout

Create ITV Cooperative Arrangements

Transmitting School: AnySchool

Programs

Program	Receiving Entity	MIS03 Number	Charge per Semester	Number of Semesters	Number Enrolled	Tuition per Semester	Action
Add Program							

Cancel Continue

Click on "Add Program".

Create ITV Cooperative Arrangements

Transmitting School: AnySchool

Programs

Program	Receiving Entity	MIS03 Number	Charge per Semester	Number of Semesters	Number Enrolled	Tuition per Semester	Action
AG ▾	Beach High School ▾	01111	300	1	7	200 ×	Delete

Add Program

Cancel Continue

- Select the appropriate program from the drop down menu.

- Select the receiving entity from the drop down menu.

- Key in the appropriate MIS03 course code number (when applicable).

- Key in the Charge Per Semester, Number of Semesters, Number Enrolled, and Tuition Per Semester (when applicable).

Click "Add Program" to add additional classes or additional receiving entities.

Click "Continue".

Main Menu   User: Duck, Louie | Logout

Interactive TV Cooperative Arrangements Salary Setup

Please select which instructor salaries will apply to this cooperative program.

School District Issuing Teacher's Contract: AnySchool

Programs

Program: AG

Receiver: Beach High School

Applicable Instructors:

Select	Instructor	Program
☑	Jones, James	AG
☐	Jones, James Extended Contract	AG

Cancel Back Continue

Click on the appropriate check box to choose the instructor for each class created on previous screen.

Click "Continue".

Interactive TV Cooperative Arrangements

School District Issuing Teacher's Contract: AnySchool

Programs

CTE Program	Receiver	Instructors	Charge per Semester	Number of Semesters	Number Enrolled	Student Tuition per Semester	Total Cost
AG	Beach High School	Jones, James	$300.00	1	7	$200.00	$1,700.00

Authorized Signature

I certify that the information submitted is factual, complete and can be substantiated with invoices on file in the clerk or business manager's office in this district/institution.

*Name: Louie Duck   ***Date:** 07/09/2014

Cancel   Back   Send To Receiving Schools

Key name in Name box of Authorized Signature section, and choose date for the calendar pop up.

Click "Send to Receiving Schools."

At this point, the Receiving School needs to approve the Cooperative Arrangement and send it back to the Sending School. Once this has been done, it will once again appear in your Work Queue.

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Work Queue

Funding Type	Description	Entity	Service Area	Program	Status	Actions
State	Cooperative Host Submit	AnySchool		Cooperative	Ready to Submit	View

Once the receiving school has approved the cooperative arrangement, it will appear in your Work Queue where it will say Ready to Submit in the Status column. Click "View" to continue.

Cooperative Arrangements: Interactive TV

Cooperative Details

Host School:	AnySchool
Cooperative Status:	Submitted to Receivers
Host Signoff Name:	Louie Duck
Host Signoff Date:	7/9/2014

CTE Programs

CTE Program	Receiver	Charge per Semester	Number of Semesters	Number Enrolled	Student Tuition per Semester	Total Cost	Instructors	Approved	Approved By	Approved On
AG	Beach High School	$300.00	1	7	$200.00	$1,700.00	Jones, James	Approved	LD	7/9/2014

Return **Edit** **Submit To CTE**

At this point the sending school can either Edit or Submit to CTE.

If the cooperative arrangement is final, which means that all receiving schools for the cooperative arrangement have approved it, then click "Submit to CTE" for their approval.

COOPERATIVE ARRANGEMENTS (Instructions for Receiving Schools):

Main Menu

Main Menu

Search
- Annual Plan
- Eligible Recipient

Maintenance
- Create Cooperative Arrangement
- Log Travel Expenses

Work Queue

Funding Type	Description	Entity	Service Area	Program	Status	Actions
State	Cooperative Approval	AnySchool		Cooperative	Awaiting Approval	View

Interactive TV Cooperative Arrangements

School District Issuing Teacher's Contract: AnySchool

Receiving School: Beach High School

Programs

CTE Program	Charge per Semester	Number of Semesters	Number Enrolled	Student Tuition per Semester
AG	$300.00	1	7	$200.00

Authorized Signature

I certify that the information submitted is factual, complete and can be substantiated with invoices on file in the clerk or business manager's office in this district/institution.

Name: _____   *Date:* _____

Cancel   Approve

The receiving school verifies the information.

Key in the name of the person authorizing the cooperative arrangement, insert the date from the pop up calendar, and then click "Approve".

Main Menu

Search
Annual Plan

Eligible Recipient

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Work Queue

Funding Type	Description	Entity	Service Area	Program	Status	Actions
Federal	Annual Plan	AnySchool			Unsubmitted	View
State	Cooperative Host Submit	AnySchool		Cooperative	Ready to Submit	View
State	Annual Plan	AnySchool	AGRICULTURE	AG	Unsubmitted	View
State	Annual Plan	AnySchool	BUS & OFFICE TECH	ACCT/BUS ADMIN	Unsubmitted	View
State	Annual Plan	AnySchool	INFORMATION TECH	IT-10 ONLINE	Unsubmitted	View

6. LOG TRAVEL EXPENSES

You can log travel expenses at any time during the year. Click on "Log Travel Expenses" in the Maintenance section of the Main Menu.

Main Menu

Travel
Please select a program to log travel to, or choose a year to refilter to
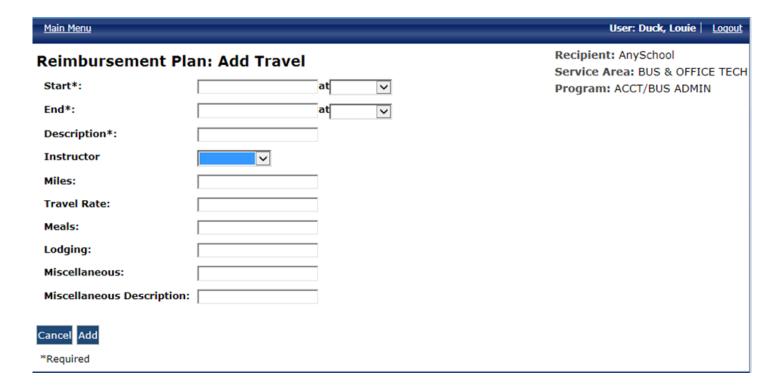
*Fiscal Year 2013 - 2014 ⌄

Program Name	Entity Name	Select
ACCT/BUS ADMIN	AnySchool	Select
AG	AnySchool	Select
AG	AnySchool	Select
CHILD CARE	AnySchool	Select
IT-10 ONLINE	AnySchool	Select
TECH & ENGINEERING	AnySchool	Select

Select the current year and select the Program Name for which you wish to log travel expenses.

Reimbursement Plan: Travel

Travel Expense

Budgeted Amount: $2,000   Actual Expenses: $0

Rate: 0%   Reimbursed Expenses: $0

Local: $0

Travel Details

There are no travel items.

Add Travel Item

Documentation

There are no documents.

Add Documentation

Return

Click "Add Travel Item"

Reimbursement Plan: Add Travel

Start*: [   ] at [▼]

End*: [   ] at [▼]

Description*: [   ]

Instructor [▼]

Miles: [   ]

Travel Rate: [   ]

Meals: [   ]

Lodging: [   ]

Miscellaneous: [   ]

Miscellaneous Description: [   ]

Cancel Add

*Required

Click on the "Start" box and choose date travel began, then use the drop down menu to enter travel start time. Repeat to enter End of travel. Next, enter purpose of travel in the Description box. Choose the instructor name from the drop down.

Enter the appropriate travel information needed for reimbursement purposes. Click here for CTE travel guidelines and rates. Scroll to the bottom of the page for the Travel section.

7. COMPLETE REIMBURSEMENT CLAIM (State and Federal Programs)

   Reimbursement claims will appear in your work queue. Click on the reimbursement claim you wish to work on.

2015 Reimbursement Claim

Memo:
Edit

Instructors / Activities

Instructor	Contract Days	% of Time	Instructional Salary	Base Amount	Rate	Reimbursed Amount	Local
Smith, John Edit	180 Edit	100% Edit	$40,000 Edit	$40,000	0%	$0	$40,000

Add Instructor

Description	Total Cost	Base Amount	Rate	Reimbursed Amount	Local
Instructor / Activities	$40,000	$40,000		$0	$40,000
Teacher Retirement:	$0 Edit	$0	0%	$0	$0
Social Security:	$0 Edit	$0	0%	$0	$0
Insurance:	$0 Edit	$0	0%	$0	$0
Travel:	$1,000	$543	30%	$163	$380
Equipment & Instructional Materials:	$0	$0	0%	$0	$0
Supplemental	$0	$0	0%	$0	$0
Totals:	$41,000	$40,543		$163	$40,380

Documentation:

Name	Size	Date Added		
Teaching Schedule	2 Mb	2/17/2015	Open	Delete
Minutes	2 Mb	2/17/2015	Open	Delete

Upload Document

For each funded CTE program you should receive a reimbursement claim in your queue based on the current fiscal year's annual plan and revised budget. Please review all data and edit any information that needs to be updated for all editable categories.

The completed reimbursement claim and all supporting documentation must be submitted electronically to the CTE office by the date of which you were notified via email by the CTE fiscal office.

Instructor Salary

Enter any changes in instructor's name, contract days or percent of time on the electronic form. The percent of time should correspond with the master teaching schedule.

Note: Percent of Time is determined by the number of periods in a day that the CTE instructor teaches an approved CTE program in relationship to the total number of class periods taught in a day (based on a 7 or 8 period day). Two periods of prep time can be included as part of the CTE approved program if an instructor teaches at least four periods of CTE, if three or less periods are taught, then only one prep period will be allowed. Other non-CTE duties such as study hall or monitoring cannot be counted. Refer to Percent of Time table.

Upload a copy of each of the teacher's contract in support of reimbursable salaries.

Do not include fringe benefits with the total instructional salary. Fringe benefits are to be listed separately in the appropriate spaces provided.

Reimbursement Plan: Travel

Travel Expense

Budgeted Amount: $500		**Actual Expenses:** $147.00	
Rate: 30%		**Reimbursed Expenses:** $44.00	
Local: $102.00			

Travel Details

Date	Description	Miles	Mileage Rate	Meals	Lodging	Miscellaneous	Total	Action
11/18/2014 - 11/19/2014	Travel	200	$0.560	$35.00			$147.00	Edit Delete

Add Travel Item

Documentation

There are no documents.

Add Documentation

Travel

Indicate the amount of travel claimed for reimbursement not to exceed the original amount approved. Travel will be reimbursed as outlined in the policy adopted by the State Board for Career and Technical Education. The policy can be found at www.nd.gov/cte/forms. Instructions to complete the detailed travel documentation can be found by clicking here.

Equipment/Instructional Materials

All equipment/instructional materials funded through the Department of Career and Technical Education must be pre-approved prior to purchase, be instructional in nature, remain in the CTE program area and the school district or institution must assume accountability for all items purchased with federal or state funds.

2015 Annual Plan: Equipment/Instructional Materials

Details

Estimated Equipment Expenses: $500		**CTE Approved:** $500	
Actual Spent: $500		**Reimbursed Amount:** $0	
Rate: 0.00 %		**Local:** $500	
Total Purchases: $500			

Show in Grid View

Table Saw

Requested: Qty: 1 Unit Cost: $500.00 Total Cost: $500.00
Approved: Qty: 1 Unit Cost: $500.00 Total Cost: $500.00
Denied: Denied Reason:

Edit Delete

Purchased Items

Qty	Unit Cost	Total Cost	Serial Number	Date Received	Status	Action
1	$500.00	$500.00	5555555	2/19/2015	Purchased	Edit Delete

Add Purchase

Documentation
Upload Document

Provide documentation for equipment/instructional materials that were purchased:

STATE PLAN: Click on the "Equipment/Instructional Materials Link" and follow screen instructions to provide equipment serial numbers or documentation for instructional materials.

PERKINS PLAN: Click "View" on the program area line needed and follow screen instructions to provide equipment serial numbers or other needed documentation.

Do not send copies of invoices to our office. A paid invoice must be on file in the local school's fiscal office and retained in compliance with state and federal regulations.

Serial numbers must be provided for equipment. For inventory purposes, computer equipment and related items will be classified in the following manner:

1. CPU units, keyboard and monitor are considered one unit, but all serial numbers must be provided.
2. Printers will be considered a separate item and serial numbers must be provided.

Approved equipment and instructional materials were to be purchased or a purchase order in place no later than **February 1** of the current year. Any equipment traded which was originally purchased, in whole or in part, with CTE funds must have prior approval from CTE before disposition takes place.

Other - Include all other items that pertain to the direct cost of the program.

Certification – Administrator's sign off and date must be obtained prior to submission of the reimbursement claim. Please remember to download (attach) the following documents prior to submitting the reimbursement claim:

1. All teaching contracts

2. All advisory committee forms (SFN 15256) and minutes

3. If submitting a reimbursement claim for a specialty grant, attach the summary report