

# CTX Annual Report

## 1. CTX Annual Report

A. Login to **HEI/OTC** (<https://otc-hei.ohiohighered.org/>) →Go to **ADMIN** →Click on **CTX** →Click **NEW APPLICATION**

Edit Link	District Name	Fiscal Year	CTX Application Status	District IRN	Annual Report
	OTC Name Here	2020	Approved		Create Report

B. Center for Training Excellence Annual Report

**Center for Training Excellence Annual Report** will appear. This is a summary of CTX Training programs and CTX BCS projects that have been entered and are in the Not Funded status during the fiscal year.

Training Offered	\$
Total Training by Student Hours	5040
# of Students Enrolled	788
# of Students Completed	634
Business Consult Services Offered	\$
BCS Project Hours	255

**Plans to Establish Customized Services** - - The institution has indicated that they have not offered training and business consultation services in the last two (2) years. The OTC has documented plans to establish Training and Business Consultation Services.

Documented plans to establish Training and Business Consultation Services

Enter Plans to Establish Training and Business Consultation Services

This will be our second year in developing a model for Customized/Contract Training. Our main goal for FY19 was to begin the research stage. We hired an industry/Business/Community Liaison for the purpose of connecting with local businesses and government agencies. Although this process began later than we initially wanted, many great connections have been made. We will continue to research industry needs with the goal of implementing new training opportunities for the FY20 year. We have quantified our goals as outlined below. We believe the opening of our new facility and dedicated Adult Education classrooms will benefit our CTX model when the grand opening commences in August 2018.

**Organizational Goals** – Responses for Training, Business Consultation Service and Capacity Building/Marketing/Other goal(s) are required. Only respond to the goals that were accepted on the CTX Application.

**Approved Budget** – Review of the budget that was requested on the CTX Application

Budget Item	CTX Funds	Match Funds	Total Funds	Narrative
Salaries	\$1,000,000	\$1,000,000	\$2,000,000	Enter Salary Grids here
Benefits	\$500,000	\$500,000	\$1,000,000	Enter Benefits Grids here
Purchased Services	\$500	\$500	\$1,000	
Supplies	\$500	\$500	\$1,000	
Other	\$500	\$500	\$1,000	
<b>Report Total:</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$3,000,000</b>	

**Final Expenditures** - define final budget information for Salaries, Benefits, Purchased Services, Supplies and Other. A detailed narrative for each category:

**Budget Items** - Areas for funding

**CTX Funds Budgeted** - funds that were requested on the CTX Application. No input necessary.

**CTX Funds** - enter to confirm the CTX Budgeted amounts

**CTX Funds Expended** - enter the exact dollar amounts used for budgeted item

**Balance** - Will display the difference between the CTX Funds and CTX Funds Expended

**Narrative** – enter an explanation for the use of the funds. Explain clearly difference in the difference of CTX Funds requested and the CTX Funds Expended.

- C. The Annual Report can be saved (until deadline date) if all the data is not completed. Once all data is in CTX Annual Report click the “Submit for Approval” button.

- D. Annual Report Assurance will appear, in order to submit this report, the Attestor must accept all the terms of the Annual Report Assurance. Click “I Agree” at the end of the document. If the OTC does not want to continue with CTX click “I Disagree” and this will terminate the annual report assurance process.

- E. The Annual Report will be sent to the ODHE for review. If any corrections or additional information is necessary for approval ODHE will notify the OTC.