

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **Registry of Educational Personnel (REP)**

### **Personnel Skilled in Technology Supplemental Submission Frequently Asked Questions (FAQs)**

### **End-of-Year 2009 Submission**

Questions?  
e-mail: [CEPI@michigan.gov](mailto:CEPI@michigan.gov)  
Contact: (517) 335-0505



**Q. Whom do I contact if I have any questions?**

**A.** Please contact CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov). Include your name, district code, district name, your telephone number, (including area code and extension), your e-mail address, your specific questions and the following subject line: Personnel Skilled in Technology.

**Q. Why do we need to report these data?**

**A.** As a result of the *American Recovery and Reinvestment Act of 2009* (ARRA) specific data elements are required to be reported to the U.S. Department of Education (U.S. ED). Through guidance released by the U.S. ED related to the ARRA, intermediate school districts (ISDs), local educational agencies (LEAs) and public school academies (PSAs) are required to submit data concerning instructional personnel skilled in technology.

Districts are required to report the number of staff members assessed in the use of technology and of those the number deemed skilled. This collection will require submission of data for the following three staff member groups only:

- Teachers
- Librarian/Media Specialists
- School Administrators

**Q. We do not collect these data. What do we do?**

**A.** These data must be collected in order to conform to federal reporting requirements under the *American Recovery and Reinvestment Act of 2009* (ARRA). Reporting agencies [intermediate school districts (ISDs), local educational agencies (LEAs) and public school academies (PSAs)] will need to decide how to best collect and report the data to CEPI. CEPI and the Michigan Department of Education (MDE) have developed an online data entry process for districts to utilize when submitting these data via the REP Application. The online data entry screen is available June 1 through June 30, 2009.

**Q. What will happen if we do not report the data?**

**A.** The ability of the Michigan Department of Education (MDE) to meet federal reporting requirements depends upon the timely submission of data by Michigan school districts. State funding is dependent upon meeting deadlines for federal reporting. Failure to complete the submission to the REP will result in the withholding of 5 percent (5%) of the State School Aid [MCL 388.1619(5)(6)]. This Act allows the Michigan Department of Education (MDE) to hold a district's funds in escrow until such time as a complete report is submitted to CEPI. Payments will be withheld until the month following the completion of the reporting requirement.

**Q. Will we need to report these data in the next submission (December 2009)?**

**A.** Yes. These data reporting requirements will be included in future REP submissions.

**Q. How do we report the data to CEPI?**

**A.** CEPI and MDE have developed an online data entry process for districts to utilize when submitting these data via the REP Application. The online data entry screen is available June 1 through June 30, 2009. The REP Application may be accessed on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "MEIS Data Services," and then click on "Registry of Educational Personnel." Next, click on "Go to REP", the REP Application link, then enter your username and password. Under the REP main menu, a heading titled

"Personnel Skilled in Technology" has been added. Click on the "Supplemental Submission Form" link to access the data submission form.

**Q. Which staff members are to be reported?**

**A.** Districts are required to report the number of staff members assessed in the use of technology, and of those, the number deemed skilled. This collection will require the submission of data for the following three staff member groups: Teachers, Librarian/Media Specialists, and School Administrators. The following information provides a definition of the assignment codes that are extracted for each staff member group:

**Teachers:** Staff members who provide instruction to students. This group includes the following assignment codes:

- 000AX through 000ZZ (excluding 000ND, 000NT, and 000NY) General Education
- YA0ZX through YT0ZY Bilingual Education
- 00192 through 00290 Special Education
- 00501 through 00594 Career and Technical Education

**Librarians/Media Specialists:** Professional staff members and supervisors assigned specific duties and school time for professional library and media service activities including selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning the use of library and media services by students, teachers and other members of the instructional staff; and guiding individuals in their use of media services and library materials. This group includes the following assignment codes:

- 000ND Librarian/Media Specialist
- 84100 Communication and Media
- 86800 Media Technologist
- 90800 Photographer

**School Administrators:** Staff members whose activities are concerned with directing and managing the operation of individual schools, including principals, assistant principals and other assistants; and persons who supervise school operations, assign duties to staff members, supervise and maintain records of the school, and coordinate school instructional activities, including department chairpersons. This group includes assignment codes reported at the school (3) or program (4) level in the 70000\* series in the following groups:

Assignment Description	School Level Assignments	Program Level Assignments
Administrators	72300 – 72399	72400 – 72499
Principals	73300 – 73399	73400 – 73499
Assistant Principals	74300 – 74399	74400 – 74400
Directors	75300 – 75399	75400 – 75499
Supervisors	76300 – 76399	76400 – 76499
Coordinators	77300 – 77399	77400 – 77499
Consultants	78300 – 78399	78400 – 78499
Assistant Directors	79300 – 79399	79400 – 79499

**Q. Our instructional staff members have not been assessed for computer technology skills. What do we do?**

A. While Michigan has teacher technology standards (7th Standard) included in the *Professional Standards for Michigan Teachers (2008)*, the state does not require or provide a technology skill assessment for staff members. Therefore, assessment of technology skills can take multiple forms, including observation(s), portfolio(s), ISD/LEA/PSA-developed exam(s), commercially developed exam(s), completion of coursework, or other (including technology skills assessment[s] from another district). For example, if one staff member observes another staff member demonstrating his/her technology skills as a means of determining the level of skill he/she possesses, that observation should be considered an assessment.

**Q. When will we know when our submission is complete?**

A. Before your district's EOY 2009 REP Data Submission is considered complete, both the Personnel Skilled in Technology Supplemental Submission and the REP Data Submission must be reported. To ensure that your district has completed the submission, check the following items:

- REP Main Menu: The red "X" located to the left of the "Personnel Skilled in Technology" link indicates that the submission is not yet complete. After your district has entered the data required, a green check mark will replace the red "X" on the main menu.
- Personnel Submitted Report: Make sure that all records listed on the Personnel Submitted Report have been updated and that all new personnel in your district have been reported. Each record must have a green check mark.

**Q. The headcount data pre-populated in the Personnel Skilled in Technology Supplemental Submission form for our staff member groups (collected in the Fall 2008 REP Submission of December 1, 2008) are not correct. Why?**

A. CEPI utilized the fall 2008 REP data submitted by the districts to tabulate the headcounts. If a staff member was an active employee on December 1, 2008, and within one of the staff member groups below, then the employee was included in the headcount for that group:

- Teachers
- Librarians/Media Specialists
- School Administrators

If the counts do not reflect an accurate headcount for your district ensure that your district is submitting all the staff members in the REP submission for future cycles.

**Q. How do I change the pre-populated data for our staff member groups?**

A. At the current time, these data cannot be changed, as they reflect the December 1, 2008 REP data submission. However, you should ensure that complete staffing data are submitted in future REP submissions to accurately reflect staffing levels within the district.

- Q. Why do we need to collect these data so close to the REP submission date?**
- A.** The reporting of these data is necessary to fulfill specific data reporting requirements stipulated within the *American Recovery and Reinvestment Act of 2009* (ARRA). MDE received guidance from U.S. ED related to the ARRA which requires the new data elements.