

Center for Educational Performance and Information

Educator Effectiveness Appeals within the Registry of Educational Personnel

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Questions:

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Introduction

[Public Act 173 of 2015](#), the Michigan educator evaluation law, links teacher certificate renewal and progression to your evaluation data for the most recent five-year period. For additional policy perspective on educator evaluations, visit MDE's [Educator Evaluations](#) web page.

Because educator certification is tied to the evaluation labels submitted by districts and public school academies to the state in the REP application, teachers will be able to view the effectiveness labels reported by their district to the state within their Michigan Online Educator Certification System account.

As an authorized REP user, you may have teachers that find they would like to appeal the Educator Effectiveness ratings from a previous school year as they review the submissions in MOECS. In order for appeals to be made to the Educator Effectiveness ratings, you will need to follow the instructions below to perform the updates as needed. To find additional policy guidance on Educator Effectiveness Appeals visit MDE's [Educator Effectiveness Label Data Appeals Resources](#) web page.

You will only be able to update Educator Effectiveness ratings originally submitted by your district. If an employee needs to appeal effectiveness ratings from a previous district, they will need to contact that district, and their REP authorized user can submit the appealed rating.

Appeals may be submitted for the last five years of Educator Effectiveness ratings. Educator Effectiveness ratings reported in years prior to that cannot be appealed.

Updating an Educator Effectiveness Label

1. Login to the REP:

Go to the [CEPI website](#). Click on "PreK-12 Applications," then click on "Registry of Educational Personnel," and then click on "Go to REP."

Registry of Educational Personnel

Data that school districts submit in REP are used to produce school personnel reports for the U.S. Department of Education and the State of Michigan. The Michigan Department of Education uses REP data for their teacher certification audit.

(Nonpublic schools submit their personnel data in the [Nonpublic School Personnel Report](#).)

- [CEPI District/ISD/PSA User Application Security Form](#)
- Deadlines: REP data are due to CEPI on June 30 and the first business day in December. See the [CEPI Calendar Page](#) for our master calendar of deadlines and collection dates.

[Go to REP](#)

You may alternately, go directly to the [MILogin For Third Party](#) login page.

2. In the main menu select the Personnel Search option:

Welcome to the Registry of Educational Personnel

No Entity Selected

Set/Change Entity:

[Go to Nonpublic School Personnel Report](#)

Data Submission

To submit and update personnel data, select from the following functions:

- [Online Single Submission](#)
- [Bulk Upload File Submission](#)
- [Bulk File Submission Status](#)
- [Personnel Submitted](#)

Personnel Search

To search for a PIC or to request a new PIC, select the following function:

- [Personnel Search](#)

3. Enter the employee information and click search. If you know your employee's PIC number, this will be the most effective way to search. When searching by PIC you will only receive one result. If you search by core information (First/Last Name, DOB and SSN) you will need to confirm the employee you are looking for within the search results.

REP | Personnel Search

Search for a PIC

Please enter the search criteria below. Click the **Search** button to perform a search and the **Clear** button to reset the form.

Social Security Number <small>xxxxxyzzzz</small>	<input type="text"/>
Credential License Number	<input type="text"/>
Last Name	<input type="text" value="Smith"/> x
First Name	<input type="text" value="John"/>
PIC	<input type="text"/>
Date of Birth <small>mm/dd/yyyy</small>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Gender	<input type="text" value="Either"/> v
<input type="button" value="Clear Form"/> <input type="button" value="Search"/>	

- Review the search results. Once you locate your employee, click the "Update" button.

1 result(s) were found. If the personnel you are searching for is not in the results, you may [Request a PIC](#).

<< Previous		Go To Page <input type="text" value="1"/> of 1 [GO]				Next >>		
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z (ALL)								
PIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SSN	Credential(s)	Educator Effectiveness
<input type="text" value="PIC #"/>	SMITH	JOHN		MM/DD/YYYY	M	xxx-xx-xxxx	Cred. License #	<input type="button" value="Details"/>
<< Previous		Page 1 of 1				Next >>		

- After you click "Update" you will be taken to a new screen providing a five-year history of Educator Effectiveness ratings for the employee. Remember, you will only be able to submit appealed effectiveness ratings previously certified by your district.
 - If you select an employee who has not been submitted by your district, you will see receive a message that you do not have access to the district, or there is no data to display.

Selected Educator: SMITH, JOHN

Note: Based on the PIC submitted, you do not have proper security access to the district level data, or there is no data to display.

*For school year 2010-11 you may or may not see a rating. Submission of ratings for this school year were optional. If no ratings were reported, you will see the message "No Ratings Present." If a rating was reported, districts can submit the appealed effectiveness rating.

*For school year 2019-20 Section IV (8) of Executive Order 2020-65 waived performance evaluation requirements for many teachers. Districts were not required to submit labels for exempt employees. Within the REP system, you will see a label of "Code 11- No Eval Emergency Order," which will display as "Effective" within MOECS. It is important to note, a "No Eval Emergency Order" label does not negatively affect licensure. For more information about this label, please refer to this [Frequently Asked Questions](#) document.

*If a school year is not present in the display, the employee was submitted with an assignment code that did not require effectiveness ratings for that school year. No additions may be made to report new effectiveness ratings for the applicable school year.

Selected Educator: SMITH, JOHN (PIC #)

Note: Updates can only be made to the previous 5 years of data.

School Year 2015 - 2016			
District	(17) Type of Credential	Assignment Codes	
Submitting School District	41	000NR	
(20) Educator Effectiveness	Current: 01 - Highly Effective		
	Change To: <input type="text" value="Select a value"/>		

School Year 2014 - 2015			
District	(17) Type of Credential	Assignment Codes	Previous Educator Effectiveness Ratings
Submitting School District	41	000NR	
(20) Educator Effectiveness	Current: 01 - Highly Effective		
	Change To: <input type="text" value="Select a value"/>		

School Year 2013 - 2014			
District	(17) Type of Credential	Assignment Codes	Previous Educator Effectiveness Ratings
Submitting School District	41	000NR	
(20) Educator Effectiveness	Current: 01 - Highly Effective		
	Change To: <input type="text" value="Select a value"/>		

The current Educator Effectiveness rating is displayed for the submitted assignment codes

- Locate the School Year the educator has an appealed rating for and select the drop-down menu. Select the effectiveness rating the employee received in the appeal.

Note: Updates can only be made to the previous 5 years of data.

School Year 2015 - 2016

District	(17) Type of Credential	Assignment Codes	Previous Educator Effectiveness Ratings
Submitting School District	41	000NR	
(20) Educator Effectiveness	Current: 01 - Highly Effective Change To: <input type="text" value="Select a value"/>		

School Year 2014 - 2015

- If there are multiple School Years that need updating, you can perform all updates, then click "Save" at the bottom of the screen.

Change To:

School Year 2010 - 2011

District	(17) Type of Credential	Assignment Codes	Previous Educator Effectiveness Ratings
Submitting School District	41	000NH	
(20) Educator Effectiveness	Current: No Rating Present Change To: <input type="text" value="Select a value"/>		

Back Save

- After you save the appealed ratings, you will see the updates reflected in the data.

Note: Updates can only be made to the previous 5 years of data.

You should now see the updated Effectiveness rating. The previous rating history will appear here.

School Year 2015 - 2016

District	(17) Type of Credential	Assignment Codes	Previous Educator Effectiveness Ratings
Submitting School District	41	000NR	01 on 6/28/2016
(20) Educator Effectiveness	Current: 02 - Effective Change To: <input type="text" value="Select a value"/>		

9. Review the changes to ensure all appealed ratings were accurately submitted. If you have additional employees to submit effectiveness appeals for, click the "Back" button to return to the Personnel Search menu.

Educator Effectiveness Summary

When the Educator Effectiveness Appeals window is not open, the Educator Effectiveness Summary remains available as view-only. This summary can be used to provide a summary report upon request of an educator, who may not have access to the ratings within the MOECS system.

The "Update" button will show as "Details."

Additional Information

For school year 2010-11 you may or may not see a rating, as ratings were optional. If no ratings were reported, you will see the message "No Ratings Present", and districts may enter the appropriate rating for the educator. If a rating was reported, districts can submit the appealed effectiveness rating.

For school year 2019-20 Section IV (8) of Executive Order 2020-65 waived performance evaluation requirements for many teachers. Districts were not required to submit labels for exempt employees. Within the REP system, you will see a label of "Code 11- No Eval Emergency Order," which will display as "Effective" within MOECS. It is important to note, a "No Eval Emergency Order" label does not negatively affect licensure. For more information about this label, please refer to this [Frequently Asked Questions](#) document.

If a school year is not present in the display, the employee was submitted with an assignment code that did not require effectiveness ratings for that school year. No additions may be made to report new effectiveness ratings for the applicable school year.

If the educator's PIC associated with the MOECS account is not the same PIC as reported in the REP collection, the data will not display. Please verify the PIC is aligned across systems. If there are different PICs, please contact CEPI customer support at cepi@michigan.gov. For security reasons, do not email Social Security Numbers or other personally identifiable information to CEPI, please only provide the PIC number, and your contact information.