Center for Educational Performance and Information

Nonpublic School Personnel Report
New User Guide

Last Updated: 3/3/25

Questions:
Email: cepi@michigan.gov

Contents

Introduction

The Nonpublic School Personnel Report is managed by the Center for Educational Performance and Information. CEPI resides within the Department of Technology, Management and Budget and is responsible for the collection and reporting of data about Michigan's schools.

NPSPR data are used to meet the requirements of school safety legislation. Effective Jan. 1, 2006, Michigan law requires that criminal history checks be conducted by the Michigan State Police and the Federal Bureau of Investigation for all regular and contracted employees hired or assigned by public and nonpublic schools.

NPSPR collects basic elements relating to school personnel that are required for the Michigan State Police to conduct criminal history checks. Data are entered and edited online. Data elements include: first name, last name, Social Security number, date of birth and gender. Nonpublic school personnel data must be submitted each fall.

Your Account

To become an authorized user of NPSPR, you must have an MiLogin account. If you do not have a MiLogin account, you may obtain one by following the directions included in the MiLogin User Guide.

You should use the same MiLogin account for all MiLogin applications. If you already have an MiLogin account for the Michigan Student Data System or the Educational Entity Master, do not create another account.

After you have established your MiLogin account, download the Nonpublic School User Security Agreement. Follow the directions on the form. When you have completed the form and it has been processed by CEPI customer support, you will receive an email that you have access to the application.

All questions concerning your MiLogin account number and/or password should be directed to CEPI customer support at cepi@michigan.gov.

Help and Resources

The most up-to-date information regarding the submission is posted to the Nonpublic School Personnel Report page on the CEPI website. Click on "Nonpublic Schools" on the top navigation menu. The key is to read all the information to obtain a basic understanding of the submission process. Be sure to review the current Data Field Descriptions and User Guide. For accurate data submission, reading these documents is essential.

If you have questions not covered by this manual and our other posted support material, please contact our customer support team at cepi@michigan.gov.

How are data submitted to CEPI?

Data are submitted through the online Nonpublic School Personnel Report Application. Individual records for each employee are entered and edited via this application.

Where do I find help?

User Support Materials

User support materials are available on the Nonpublic Schools web page. Users will find a User Guide for NPSPR, copies of communications to the schools, and other helpful documents.

CEPI Customer Support

Questions concerning the Nonpublic School Personnel Report submission should be directed to CEPI customer support. One of the customer support staff members will respond in a timely manner so that your questions can be addressed.

To submit a question, please email CEPI customer support at cepi@michigan.gov. Please provide your name, school code, school name, the CEPI application name, your telephone number (including area code and extension), email address, and specific questions.