

# Center for Educational Performance and Information (CEPI)

*Michigan Education Information System  
(MEIS)*

## Registry of Educational Personnel (REP)

### New to the REP?

Questions?  
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## New to the REP?

**It is suggested that you print this document and use it as a guide as you browse the Internet.**

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### What is the REP?

The Registry of Educational Personnel (REP) is designed to collect basic employment elements relating to school personnel, such as certification and degrees held, school and grade/subject assignment, length of service, and salary. REP data are due to CEPI the first business day in December and June 30 of each year. Data submitted by school districts via the REP are used to produce reports for the U.S. Department of Education and for the state of Michigan regarding school personnel. Additionally, REP data are provided to the Michigan Department of Education (MDE) for MDE's teacher certification audit.

### MEIS Overview

For an overview of the MEIS, go to the CEPI home page at <http://michigan.gov/cepi>. Click on "CEPI Applications" on the left-side navigation bar. This page contains links to many informational documents relative to the MEIS. In addition to information about the MEIS, there are individual Web pages for each data application that CEPI manages.

For instructions on obtaining a MEIS account, click on "New to the MEIS" under the heading Help and Training Resources. For newcomers, other valuable documents you may want to print out will be under the heading Help and Training Resources.

### Where do I start?

#### Step One: Check out the REP Web Page

A good place to begin learning about the REP is the REP Web page. The most up-to-date information regarding a REP submission is posted to the REP Web page on the CEPI website.

The CEPI home page can be found at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Applications" and then click on "Registry of Educational Personnel." The REP Web page is divided into sections of pertinent information regarding the REP submission as well as "Quick Links" to other sites with important information that you may need. The key is to read the information provided so that you may obtain basic knowledge of what the REP submission encompasses. Be sure to print copies of the current Data Field Descriptions and Record Layout. For accurate data submission, reading these documents is essential.

### **Step Two: Open a MEIS Account**

To use the REP Application, you must have a MEIS account and security access. To become an authorized user of the REP Application, you must first obtain a MEIS account. If you do not have a MEIS account, you may obtain one at the MEIS website at <https://cepi.state.mi.us/meis/login.aspx>. You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

### **Step Three: Submit a REP Security Agreement**

After you have established your MEIS account, the next step is to download the REP Security Agreement. At [www.michigan.gov/cepi](http://www.michigan.gov/cepi), click on "CEPI Applications," and then click on "Registry of Educational Personnel." The Security Agreement is located under the heading "Upload REP Data to CEPI". Application security forms are also posted on the CEPI Help and Support Web page at <http://www.michigan.gov/cepi/0,4546,7-113-64126---,00.html#login>.

Complete the security agreement, obtain the proper signatures and fax it to the number on the bottom of the form. After you have been given access to the REP Application, you will receive an email message stating that you are now an authorized user of the REP Application.

### **Step Four: REP Data Field Descriptions**

As mentioned above, be sure to print and read the current REP Data Field Descriptions, Record Layout and any addenda that have been posted on the REP Web page located in the box under the heading REP Data Manual.

## **How do I submit data to CEPI?**

Data are submitted via the REP Application either through a bulk upload file or through the Online Single Submission Application.

- Bulk Upload: This process is generally used by districts with personnel management systems and allows an authorized user to extract data from an internal source and submit all of their personnel records in one data file. Files submitted through the bulk upload must conform to specifications as outlined in the REP Data Field Descriptions and REP Record Layout. These documents may be found at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Applications" and then click on Registry of Educational Personnel.
- Online Single Submission: This process allows an authorized user to enter one new personnel record at a time or to update one previously submitted record at a time.

## Where do I find help?

### User Support Materials

User support materials are available on the REP Web page located in the box under the heading REP Help. Users will find a User's Guide for the REP Application, Frequently Asked Questions (FAQs), Highly Qualified Teachers FAQs, instructions on how to join the REP discussion group and many other helpful documents.

### REP GovDelivery and Discussion Group -- Contacting other districts concerning the REP

The CEPI GovDelivery emailing service functions as a tool for CEPI to communicate updates and other important information to the districts. If you are an authorized user of the REP application you will automatically receive official notices from CEPI and don't need to sign up for the service. If you are not an authorized user but want to receive official notices, you may subscribe to the service at <https://public.govdelivery.com/accounts/MICEPI/subscriber/new>.

The **REP discussion group** is hosted by Macomb ISD and functions as a communication link for district personnel to discuss questions concerning the REP submission. If you would like to participate in an email discussion group for the REP, send an email message to [imailsrv@mischooldata.org](mailto:imailsrv@mischooldata.org) with Subscribe REP in the subject line and the following text in the body of the message (exclude all other text such as signatures, etc.): Subscribe REP Your Full Name.

### CEPI Customer Support

For application concerns, please send an email message to CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov). Email provides written documentation of your questions/concerns and allows the quickest and most efficient method for providing a response. If email is not an option, you may contact CEPI customer support at 517-335-0505 x3. In either case, please include: your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your email address and your specific question(s).

### MEIS Account and Password Resets

If you cannot remember your MEIS account ID or password, please go to <https://cepi.state.mi.us/meis/login.aspx/> and use the Forgot Password or Forgot Login ID links. If this fails, you can contact CEPI customer support at 517-335-0505 x3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your email address, and your specific question(s).