

Center for Educational Performance and Information

Registry of Educational Personnel New User Guide

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Questions:

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New to the REP?

Please print this document and use it as a guide as you navigate the REP application.

Introduction

This guide is for all new users of the Registry of Educational Personnel application. This guide will provide a comprehensive overview of how to begin using the REP application and its data. Please also utilize the following documents for more information on specific REP topics:

- To learn more about the individual data elements in the REP, please refer to the current [Data Field Descriptions](#) manual.
- To learn more about the functionality of ongoing REP data collections, please refer to the [On Demand User Guide](#).
- To learn more about reviewing and making post-collection edits to Educator Effectiveness, please refer the [Appeals Process](#) manual.
- To learn more about using the REP to search for educational personnel, please refer to the PIC Search User Guide, accessed on the [REP web page](#).
- The regular REP User Guide and REP Report User Guide, accessed on the [REP web page](#), also offer more information on how to use the application.
- The REP FAQs, accessed on the [REP web page](#), is also available with additional resources.

CEPI application users can also subscribe to updates for all applications on [our website](#).

General Information

What Is the Purpose of REP Data?

The 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 used for mandatory reporting to the U.S. Department of Education. It also serves as the backbone to other State of Michigan agency functions, such as educational personnel background check conducted by Michigan State Police and teacher certification auditing by the Michigan Department of Education.

When Are REP Data Due?

Each year, personnel data submitted to the REP are due the first business day in December and the last business day of June of each year. These collections of data are called the Fall and End of Year Collections, respectively.

To learn more about the collection open and close dates for all CEPI applications, please refer to the [CEPI Calendar Page](#).

Who Submits Data to the REP?

All public K-12 educational entities in the SOM submit to the REP. To learn more about entity types, please browse the statewide directory of educational entities via CEPI's [Educational Entity Master](#) application. The EEM also provides a [Glossary](#), which describes every entity type in the SOM, for reference.

Nonpublic K-12 educational entities in the SOM submit personnel information to the Nonpublic School Personnel Report. Although this application is housed within the REP, its data elements and functionality are different. Please refer to NPSPR user guides and documentation on the [Nonpublic Schools page](#).

Application Access

Step One: Create a MILogin Account (if needed) and subscribe to REP

To be an authorized user of the REP Application, you must have a MILogin account. Please do not create another MILogin account if you already have one. No user should need multiple MILogin accounts.

If you do not have a MILogin account, follow the link on the [REP Login page](#) to the [MILogin User Guide](#) which provides instructions on how to create a MILogin account and subscribe to applications.

Step Two: Complete the CEPI Security Agreement

Complete and submit the appropriate security form, signed by the Lead Administrator as listed in the EEM. The security form can be emailed or faxed to CEPI. Security forms are found on the [CEPI Application Security Forms web page](#).

Please do not email AND fax your security form to CEPI. Doing so slows the approval process.

CEPI will grant your access when both steps have been completed.

Reminder: Email Addresses and Phone Numbers Must Be Up-to-Date

CEPI sends email messages to application users based on the addresses provided. Therefore, it is imperative that the email address provided to CEPI is current. Email is one of the primary means of communication used by CEPI.

For urgent matters, CEPI contacts users via telephone. CEPI will call users when data submissions are errant or late. It is better to rectify these matters earlier rather than later, especially if CEPI cannot contact users about late submissions before the close of a collection.

Visit the [MILogin User Guide](#) for instructions how to update your profile, including contact information.

What Can I Do in the REP?

The REP application provides profiles of educational personnel within the SOM. These personnel include administrators, credentialed educators, paraprofessionals, substitute educators and support staff. All educational personnel are assigned a unique Personnel Identification Code (PIC). The following screenshot shows the REP Main Menu. Below, please refer to descriptions of each function on the Main Menu to learn more.

The screenshot shows the REP Main Menu interface. At the top, there is a navigation bar with the Center for Educational Performance & Information logo and Michigan.gov branding. Below the navigation bar, the main content area is titled "Welcome to the Registry of Educational Personnel". A dropdown menu is visible, currently set to "Detroit Public Schools Community District (82015)". The main content area is divided into several sections:

- 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
- Data Certification**: To certify data, select the following function:
 - Data Certification
- Personnel Search**: To search for a PIC or to request a new PIC, select the following function:
 - Personnel Search
- Reports**: To view a report or download personnel data, select from the following options:
 - Complete Summary by District
 - Download REP Data File
 - Employee Listing by District
 - REP Submission Reports
- Credential Data Exchange**: The Credential Data Exchange is now part of the Michigan Department of Education's Michigan Online Educator Certification System (MOECS).

- Under the "Welcome to..." title, a drop-down list is available. This list will contain all districts/schools that a user has access to in the REP. Please select a school/district to make its information available.
- Date Submission
 - Online Single Submission: this feature allows users to submit an individual employee to the REP. Users can submit an individual employee as a professional (e.g., credentialed teacher), support staff (e.g., substitute teacher) or vacant funded position. **This feature is**

not used to update existing personnel. Please refer to the “Personnel Submitted” sub-section below to learn more about updating existing personnel. For additional information on submitting a new employee, please refer to the REP User Guide, accessed on the [REP web page](#).

- Bulk Upload File Submission: this feature allows users to upload multiple personnel profiles in the REP. Via a flat file (in plain text), this feature allows users to complete a collection submission using one file. To learn more about how to load a flat file, please refer to the REP Record Layout, under Technical Material on the [REP web page](#). It is the responsibility of the district to align exported files from a student information system to the REP record layout.
- Bulk Upload File Submission Status: this feature shows the progress of bulk file uploads.
- Personnel Submitted: this feature displays a list of all personnel submitted for the entity chosen from the drop-down list on the Main Menu page. The [REP On Demand Guide](#) further explains how to read this page and use it to update individual employee records.
- Data Certification: this feature finalizes data submitted for a collection. It communicates to CEPI that a district/school is done submitting its records and that they are error-free. Additional information can be found in the REP FAQs, accessed on the [REP web page](#), under the section entitled “Collection Certification.”
- Personnel Search: this feature allows users to search for existing educational personnel. Additional information can be found in the [Search User Guide](#).
- Reports (additional information can be found in the REP Reports User Guide, accessed on the [REP web page](#))
 - Complete Summary by District: this feature allows all users to view the submission status of any district/school in the SOM. The columns in the summary table can be sorted by clicking on the heading.
 - Download REP Data File: users can download previously uploaded flat files for archiving. This feature is recommended for proper record maintenance.
 - Employee List by District: this feature allows users to download submitted employee records in a flat file (tab-delimited) format.
- Credential Data Exchange: this link navigates users to the MDE-managed educational personnel directory. The Michigan Online Educator Certification System ([MOECS](#)) contains information about educators’ credentials. The system also requires the MEIS login. MOECS data should mirror REP data.

Additional Support

REP GovDelivery

The [CEPI GovDelivery email service](#) functions as a tool for CEPI to communicate updates and other important information to the districts. All REP users will automatically receive official notices from CEPI and do not need to sign up for the service. Follow the prior link to sign up for the service.

CEPI Customer Support

For application concerns, please send an email message to CEPI customer support at cepi@michigan.gov. Email provides written documentation of your questions/concerns and allows the quickest and most efficient method for providing a response. 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).

MILogin Account and Password Resets

To access REP, a user must know his/her MILogin user name and password. Please contact CEPI customer support via email at cepi@michigan.gov for more information on user name or password troubleshooting. When emailing customer support, please provide name, district code and district name, the CEPI application name, telephone number (including area code and extension), email address, and any specific question(s).