

Center for Educational Performance and Information (CEPI)

Registry of Educational Personnel (REP) New User Guide

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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 (REP) 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 (US ED). It also serves as the backbone to other State of Michigan (SOM) agency functions, such as educational personnel background check conducted by Michigan State Police and teacher certification auditing by the Michigan Department of Education (MDE).

When Are REP Data Due?

Each year, personnel data submitted to the REP are due the first business day in December and June 30 of each year. These collections of data are called the Fall and End of Year (EOY) 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 \(EEM\)](#) 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 (NPSPR). 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 [REP Login page](#).

Getting Started

How Do I Access the REP?

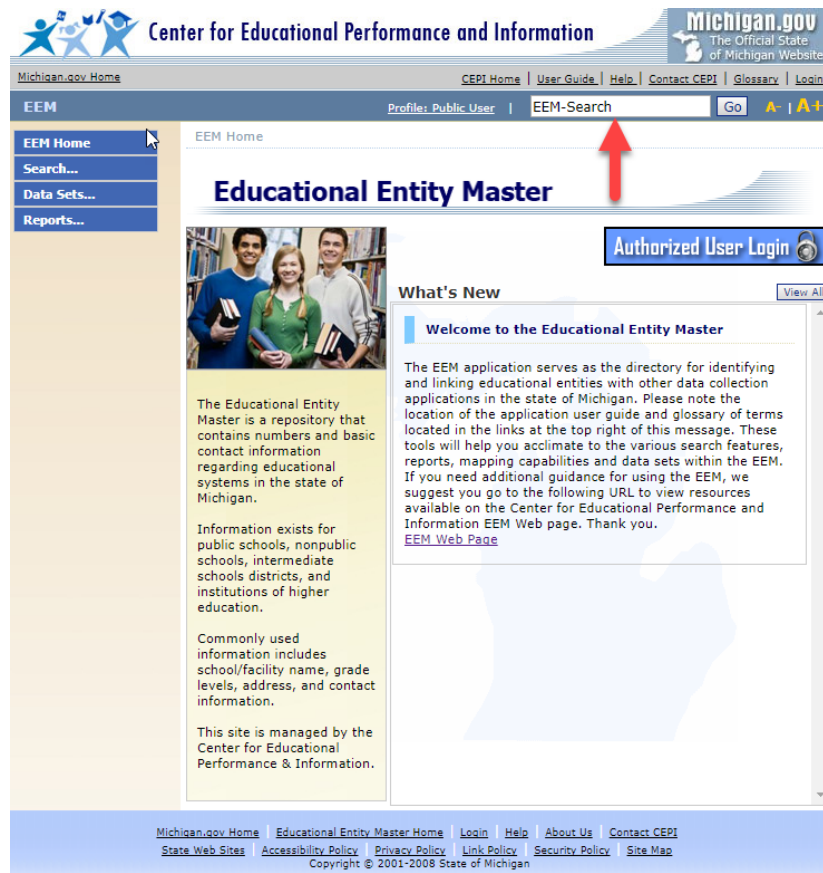
To launch the REP, please go to the [REP Login page](#). This homepage also provides REP user guides and documentation.

Do I Need a Login?

Because it contains sensitive data (such as social security numbers and dates of birth), the REP requires that all users obtain security clearance to access and submit data. All security credentials are managed by the Michigan Educator Information System (MEIS). All new users must [create a new MEIS account](#) and complete the [REP Security Form](#). Please follow all directions on the security form.

How Do I Log in?

The MEIS user name (not account number) and password is used to log in to the REP. Upon initial login, the application will prompt a new user to verify the information provided for his/her home district/school. Please access the [EEM](#) and search for the school or district and verify that all entity information is correct and up-to-date. If entity information is not correct, please alert school administration.



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, showing "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.
- Data 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](#). 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.

REP Discussion Group

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. To get involved in the discussion group, send an email message to imalsrv@mischooldata.org with "Subscribe REP" in the subject line. The following text should be in the body of the message (exclude all other text such as signatures, etc.) with the user's full name (not in brackets):

Subscribe REP [Your Full Name].

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. 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

To access REP or MOECS, a user must know his/her MEIS login. Please contact CEPI customer support at 517-335-0505 x3 or 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).