

## CEPI Helpful Hint: REP Crosswalk

CEPI and the Michigan Department of Education (MDE) created the Registry of Educational Personnel (REP) Crosswalk spreadsheet as a tool for users. You can use the Crosswalk for hiring internal staff and reporting the REP and TSDL to the state. The spreadsheet breaks down different crosswalks for reporting prior-to-secondary schools and secondary schools by using different sheets:

Local Subject ID	Local Subject Description	NCES* Secondary SCED** Subject Code	NCES SCED Subject Areas (Description)	SCED Subject Code and Course Code
			<b>English Language &amp; Literature</b>	
		01	English Language & Literature	01001E
		01	English Language & Literature	01002I
		01	English Language & Literature	01003I
		01	English Language & Literature	01004I
		01	English Language & Literature	01005I
		01	English Language & Literature	01006I
		01	English Language & Literature	01007II
		01	English Language & Literature	01008E
		01	English Language & Literature	01009L
		01	English Language & Literature	01051E
		01	English Language & Literature	01052E
		01	English Language & Literature	01053L
		01	English Language & Literature	01054I
		01	English Language & Literature	01055I
		01	English Language & Literature	01056E
		01	English Language & Literature	01057E
		01	English Language & Literature	01058IV
		01	English Language & Literature	01059E
		01	English Language & Literature	01060L
		01	English Language & Literature	01061L
		01	English Language & Literature	01062L
		01	English Language & Literature	01063L
		01	English Language & Literature	01064L
		01	English Language & Literature	01065L
		01	English Language & Literature	01066E
		01	English Language & Literature	01067I
		01	English Language & Literature	01068C
		01	English Language & Literature	01097L
		01	English Language & Literature	01098L
		01	English Language & Literature	01099L
		01	English Language & Literature	01101E
		01	English Language & Literature	01102E
		01	English Language & Literature	01103C
		01	English Language & Literature	01104C
		01	English Language & Literature	01105F
		01	English Language & Literature	01111I
		01	English Language & Literature	01112I

Please reference the REP Crosswalk on the [REP home page](#) under the “help and training” tab.

### How does the REP Crosswalk benefit us when hiring internal personnel?

The REP crosswalk offers the endorsement code descriptions, what MDE considers the correct code based on grade level of a teaching certificate, and the NCES SCED Course titles.

CEPI encourages you to add your Local Subject ID and Local Subject Descriptions on the same row for each subject area within the Excel spreadsheet. Doing this will give you a quick reference as to what endorsement that teacher would need to teach that subject. Once you have added that information, you can save it on your own desktop as a quick reference. Please see the image below:

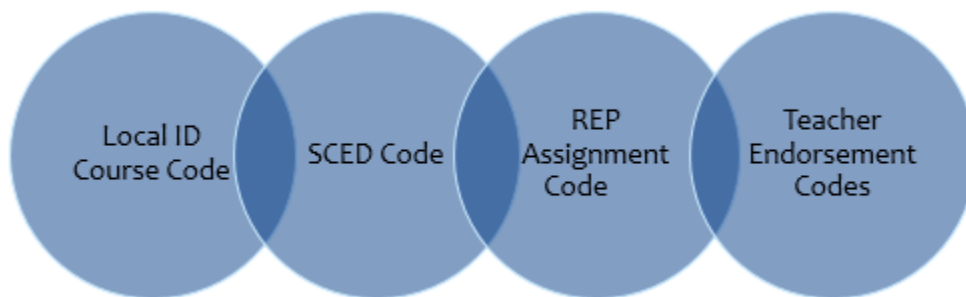
Local Subject ID	Local Subject Description	NCES* Prior to Secondary SCED Subject Code	NCES SCED Subject Areas (Description)	SCED Subject Code and Course Code
				E
			51 English Language and Literature	51007
			51 English Language and Literature	51008
			51 English Language and Literature	51009

The REP Crosswalk will help ensure appropriate teacher placement for audit.

**Please note:** If a teacher is teaching a course that s/he is **not** properly credentialed to teach, the school can lose funding for the number of days a student was tied to that teacher/class. If you have additional questions on credentialing, please contact the MDE Office of Professional Preparation Services at 517-373-3310

**How does the REP Crosswalk benefit us when reporting to the state?**

The REP Crosswalk gives the REP authorized user everything they need in one location, since everything is linked together. See image below:



CEPI uses the "SCED Subject Code and Course Code" column when creating data quality emails sent to the schools.

Local Subject ID	Local Subject Description	NCES* Prior to Secondary SCED Subject Code	NCES SCED Subject Areas (Description)	SCED Subject Code and Course Code	SCED Course Titles	REP Assign Code	REP Assignment Description	MDE Endorsement Code for Grade Level Teaching Certificat
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Using the REP crosswalk when reporting can minimize the number of data quality emails sent to you.

The REP End of Year Collection opens on April 1 and closes at 11:59 p.m. June 30 each year, and the Teacher Student Data Link (TSDL) opens in May and closes at the end of July each year.

The REP closes **before** the TSDL; it is imperative that the REP authorized user at the school works closely with the Michigan Student Data System (MSDS) authorized user who reports the TSDL. Once the REP is closed, changes **cannot** be made to REP.

For additional information regarding REP, please reference [the REP home page](#).