

Correcting Demographic or SSN Errors in REP

When submitting an employee in REP using the bulk upload method, users will sometimes receive an error message related to the gender, date of birth, or Social Security number of an employee. If the data are incorrect in REP, they can be corrected by the REP authorized user in the system. However, CEPI cautions districts to make every effort to ensure the corrections are accurate. Please verify these data are accurate and entered correctly in the bulk upload file before proceeding:

- PIC
- Social Security Number
- Date of Birth
- Gender

If there are any question as to whether the data should be corrected, please contact CEPI Customer Support at 517-335-0505, option 3. Please do not email CEPI Personally Identifiable Information (PII) such as: social security number, date of birth, or name.

Common Error Messages:

Message: [Validation Failed] A PIC was found based on the submitted Social Security Number or Credential License Number, but the submitted Date of Birth and Gender Code do not match the Date of Birth and Gender Code of the record in the REP database.

Resolution: Verify that the Social Security number (SSN), date of birth and/or gender code included in the bulk upload file are correct. The SSN should be verified using the Social Security card of the employee. If the information in your file is incorrect, you should correct and reupload. If information in your file is correct, follow the instructions beginning on the next page.

Message: [Validation Failed] The submitted PIC was found, but the submitted Social Security number matches a different PIC in the REP database.

Resolution: Verify that both the SSN and PIC included in the bulk upload file are correct. The SSN should be verified using the Social Security card of the employee. If the information in your file is incorrect, you should correct and reupload. If the information in your file is correct, follow the instructions beginning on the next page.

Message: [Field 7] The value submitted for Social Security number is not valid or cannot be matched with a valid Credential License number in the teacher certification database.

Resolution: Verify that the SSN included in the file is correct using the Social Security card of the employee. If the SSN in your file is correct, it is likely incorrect in the Michigan Online Education Certification System (MOECS) and must be corrected in that system.

CEPI Helpful Hints- Correcting Birthdate, Gender or SSN in REP

Correcting Data in REP

If the date of birth, gender, Social Security number and PIC included in your file for the employee are correct, but errors related to these fields are still occurring, the information entered in REP must be updated. Authorized users can update the information in REP by following the steps below. Note: These steps will only work if the employee is submitted by one district. **If the employee is included in the Personnel Submitted of multiple districts, such as in the case of a substitute teacher, contact CEPI for assistance with making the correction.**

Step 1: Use the Personnel Search function in REP to search for the employee by PIC. (Image 1)

Image 1: Personnel Search Location

The screenshot shows the REP Main Menu interface. At the top, it says "Welcome to the Registry of Educational Personnel" and "Potterville Public Schools (23090)". Under the "Personnel Search" section, the text says "To search for a PIC or to request a new PIC, select the following function:" and the "Personnel Search" option is circled in red. Other sections include "Data Submission", "Reports", and "Credential Data Exchange".

Step 2: Enter the PIC of the employee, and their record will appear in the search results. (Image 2)

Image 2: Personnel Search Fields and Results

The screenshot shows the "Search for a PIC" form with the following fields: Social Security Number (format: xxxxyyzzzz), Credential License Number, Last Name, First Name, PIC (value: 897757), Date of Birth (format: mm/dd/yyyy), and Gender (value: Either). Below the form, a message states "1 result(s) were found. If the personnel you are searching for is not in the results, you may Request a PIC." A table displays the search results for PIC 897757.

PIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SSN	Credentia(s)
897757	DOE	JOHN		01/01/1990	M	XXX-XX-0798	none

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Step 3: Click on the PIC button in the search results to view the form and fill out all of the required information needed to submit the record error-free.

- Date of Birth or Gender correction: Once all the required information is filled out, and the correction has been made, click the “Submit REP Data for this Employee” button. In the example below, the employee’s date of birth was correctly entered in the bulk upload file as 02/01/1980, but the search results on the previous page show a date of birth of 01/01/1980 in the REP. (Image 2)
- Social Security Number Correction: The SSN can only be changed after the record has been submitted error-free. Enter all required information and click the “Submit REP Data for this Employee” button. (Image 3) **The SSN change will be made in the next step.**

Image 3: Correct the Data and Submit the Employee

The form is divided into three main sections: Employee Data, Measurement Data, and School Assignment Data. The Employee Data section includes fields for PIC (897757), First Name (JOHN), Middle Name, Last Name (DOE), Social Security Number (123456798), Date of Birth (1/1/1980), and Credential License Number. The Measurement Data section includes fields for Gender (M), Date of Hire (1/1/2014), Date of Termination, Employment Status (99), Educator Effectiveness (Optional), and Racial/Ethnic Category (American Indian or Alaska Native: 0, Asian American: 0, Black or African American: 1, Native Hawaiian or Other Pacific Islander: 0, White: 0, Hispanic or Latino: 0). The School Assignment Data section includes a dropdown for Add Assignment (Non-Instructional) and an ADD button. Below the form is a button labeled 'Submit REP Data for this Employee' and a note: 'You must click this button to submit this employee's data to the REP database'.

Step 4: If the record has been submitted successfully, there will be a green check mark by the employee’s name in the Personnel Submitted list. Locate the employee in the list and follow the instructions below.

- Date of Birth or Gender correction: Visually confirm the changes to date of birth or gender were made. (Image 4)
- Social Security Number Correction: At this point, the SSN can be corrected. Make the corrections and click the “Submit REP Data for this Employee” button. Then, find the employee in the Personnel Submitted list again, and visually confirm the changes to the SSN were made.

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Image 4: Confirm Change Has Been Made

Employee Data	
(27) PIC:	897757
(5) First Name:	<input type="text" value="JOHN"/>
(6) Middle Name:	<input type="text"/>
(4) Last Name:	<input type="text" value="DOE"/>
(7) Social Security Number:	<input type="text" value="123456798"/> (xxxxxyzzzz)
(13) Date of Birth:	<input type="text" value="2"/> / <input type="text" value="1"/> / <input type="text" value="1980"/>
(8) Credential License Number:	<input type="text"/>

Measurement Data	
(14) Gender:	<input type="text" value="M"/>
(9) Date of Hire:	<input type="text" value="1"/> / <input type="text" value="1"/> / <input type="text" value="2014"/>
(26) Date of Termination:	<input type="text"/> / <input type="text"/> / <input type="text"/>
(25) Employment Status:	<input type="text" value="99"/> ...
(20) Educator Effectiveness: (Optional)	<input type="text"/> ...
(15) Racial/Ethnic Category	
American Indian or Alaska Native:	<input type="text" value="0"/>
Asian American:	<input type="text" value="0"/>
Black or African American:	<input type="text" value="1"/>
Native Hawaiian or Other Pacific Islander:	<input type="text" value="0"/>
White:	<input type="text" value="0"/>
Hispanic or Latino:	<input type="text" value="0"/>

School Assignment Data	
Add Assignment: <input type="text" value="Non-Instructional"/> <input type="button" value="ADD"/>	
(10) School Assignment #1 (Remove)	
School Code:	<input type="text" value="00000"/> ...
Assignment:	<input type="text" value="81600"/> ...
FTE:	<input type="text" value="1.00"/>

You must click this button to submit this employee's data to the REP database

Step 5: The employee is now submitted with corrections, so there is no need to upload the employee in your file. If they are still included, no errors should occur. During the next submission cycle, the error will not occur again if the information in your file matches the changes that have been made.