

Center for Educational Performance and Information

Nonpublic School Personnel Report New User Guide

Fall 2018

Questions:

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Introduction

The Nonpublic School Personnel Report is part of the Registry of Educational Personnel and is managed by the Center for Educational Performance and Information. CEPI resides within the Department of Technology, Management and Budget and is responsible for the collection and reporting of data about Michigan's schools.

Data compiled via the Nonpublic School Personnel Report will be used to meet the requirements of school safety legislation. Effective January 1, 2006, Michigan law requires that criminal history checks be conducted by the Michigan State Police and the Federal Bureau of Investigation for all regular and contracted employees hired or assigned by public and nonpublic schools.

The Nonpublic School Personnel Report is designed to collect basic elements relating to school personnel that are required for the Michigan State Police to conduct criminal history checks. Data are entered and edited online. These data elements include: first name, last name, Social Security number, date of birth and gender. Nonpublic school personnel data must be entered and edited via the Internet each fall.

Your Account

The Nonpublic School Personnel Report Application is available to authorized users. To become an authorized user of the Nonpublic School Personnel Report Application, you must first obtain an MiLogin account. If you do not have an MiLogin account, you may obtain one by following the directions included in the [MiLogin User Guide](#).

You may use the same MiLogin account number for all MiLogin applications. Therefore, if you already have an MiLogin account number for the Michigan Student Data System (MSDS) or the Educational Entity Master, you will not need to obtain another account number. You will need to submit a separate security agreement for the Nonpublic School Personnel Report.

After you have established your MiLogin account, download the [Nonpublic School Personnel Report Security Agreement](#). Follow the directions on the security agreement form, and when you have completed the Nonpublic School Personnel Report Security Agreement and it has been processed at the CEPI customer support, you will receive an email notification that you have access to the application. Once you have access to the application, you are ready to begin.

All questions concerning your MiLogin account number and/or password should be directed to the CEPI customer support at 517-335-0505 x3 or CEPI@michigan.gov. Please provide your name, school code, school name, the CEPI application name, your telephone number (including area code and extension), email address, and specific questions.

Help and Resources

The most up-to-date information regarding the submission is posted to the Nonpublic School Personnel Report page on the [CEPI website](#). Click on "Nonpublic Schools" located in the left navigation. The key is to read all the information provided to obtain a basic knowledge of what the submission encompasses. Be sure to review the current Data Field Descriptions and User's Guide. For accurate data submission, reading these documents is essential.

If you have questions not covered by this manual and our other posted support material, please contact our customer support team at cepi@michigan.gov. Email allows us to better research and respond to your questions, but if email is not an option, you can call us at 517-335-0505 x3.

How are data submitted to CEPI?

Data are submitted via the Nonpublic School Personnel Report Application through an online application. Individual records for each employee are entered via this application.

Where do I find help?

User Support Materials

User support materials are available on the [Nonpublic Schools](#) web page. Users will find a User Guide for the NPSPR Application, copies of communications to the schools, as well as other helpful documents.

CEPI Customer Support

All questions you have concerning the Nonpublic School Personnel Report submission should be directed to CEPI customer support. One of the CEPI customer support staff members will respond in a timely manner so that your questions can be addressed.

To submit a question, please send an email to CEPI customer support at CEPI@michigan.gov or call 517-335-0505 x3. Please provide your name, school code, school name, the CEPI application name, your telephone number (including area code and extension), email address, and specific questions.