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Introduction

This guide is for all users of the Registry of Educational Personnel Application. Users should also utilize the current edition of the REP Data Field Descriptions and any addenda posted to the REP web page. This guide includes directions for using the REP Online Single Submission Application, the bulk submission/upload process and other features within the REP Application. This guide provides definitions and general information about each field collected in the REP. It also offers general instruction on the REP data entry system.

Please refer to the following REP guides for additional information on special 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 REP FAQs Guide, accessed on the REP web page, is also available with additional resources.
General Information

What Information Do Users Enter in the REP?

The REP collects basic employment elements relating to school personnel. Authorized users must submit personnel data twice a year, in the fall and at the end of the school year. The Michigan Department of Education uses the fall and end-of-year data to conduct its teacher audit and to meet state and federal reporting requirements. The fall data must be accurate as of the submission date in December. The EOY data must be accurate as of the last day of the school year. A school year is from July 1 to June 30.

Authorized users may either enter data online or by a bulk file upload procedure and can edit data online. Files for upload must conform to the specified fixed format or tab-delimited format in the REP Data Field Descriptions. In general, in the record layout, alphanumeric fields are initialized with blanks and left justified, and integer fields are initialized with zeroes and right justified.

Who Should Be Reported in the REP?

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 contract employees hired or assigned by public schools in Michigan. Therefore, all school districts in the State of Michigan are required by statute to submit all school personnel data to the state via the Registry of Educational Personnel so that the checks may be conducted. As a guideline, if an individual is employed or contracted by the school, they need to be reported in REP (MCL 380.1230; 380.1230a; 380.1230d; 380.1539b; 380.1535a).

When Are the REP Data Due?

There are two statutory submission deadlines for the REP: the first business day in December and the last business day of June of each school year. The REP deadlines for the 2018-19 school year are as follows:

- Fall 2018 submission: December 3, 2018
- EOY 2019 submission: June 28, 2019
REP Data Field Descriptions

CEPI provides a comprehensive guide of all data fields in the REP and their enumerations. This guide is meant to assist users in better understanding their personnel data. The REP Data Field Descriptions Guide is available on the REP home page. It is located under the heading “Manuals.” Be sure to print the correct version of the Data Field Descriptions each submission cycle and any other addenda.

REP Content Information and Resource Materials

The REP Data Field Descriptions contains a State of Michigan office contact for fields when appropriate. This contact should receive all questions pertaining to the field. As always, for technical assistance with data submissions, please contact CEPI Customer Support at CEPI@michigan.gov or 517-335-0505 x3. Please provide name, district code and district name, the CEPI application name, telephone number (including area code and extension), email address and any questions.

For detailed information about the REP, please visit the CEPI website. Click on “CEPI Applications,” and then click on “Registry of Educational Personnel.” Refer to the Help and Training box (see below). Click on items such as “REP FAQs” or “NCLB and Highly Qualified Information” for additional reference materials.
Help and Training

New to REP?  
Fall 2016 REP FAQs  
MOECS Effectiveness Rating Training for Districts Webinar  
REP Crosswalk  
REP Glossary  
Calculating the Number of Core Academic Classes Taught  
NCLB & Highly Qualified Information  
MDE Office of Professional Preparation  
Prof. Development Help  
Teacher Verification
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.

Follow the link on the REP Login page to the MILogin User Guide which provides instructions on how to update your profile including contact information.
REP Online Application

Accessing the REP Online Application

Go to the CEPI website. Click on “CEPI Applications,” then click on “Registry of Educational Personnel,” and then click on “Go to REP.”

REP Login Screen

Navigating to the REP application, the following home page screen will display. The REP home page provides access to the MILogin User Guide and REP documentation, such as user guides and tutorials. To log in to the REP application, enter click on Authorized User Login.
To troubleshoot any login issues, please contact CEPI customer support at 517-335-0505 x3 or via email at CEPI@michigan.gov.

System Log Out

MILogin establishes that a user has the security credentials to access the sensitive information contained in the REP, such as social security numbers and birthdates. Moreover, each login session to the REP is tracked to maintain the security of the application. Sessions will become inactive after 20 minutes. After being inactive for a period of 20 minutes, the sessions authorization will end and the log in screen will appear. Any pending or partial information entered will be lost. All data not submitted before a session timeout will have to re-entered. To save any data submissions, click “Submit REP Data for this Employee.” Users will be alerted of session timeout by the following screen:
Online Customer Support Materials

Teacher Verification Website

In addition to the online resource materials available on the REP web pages, users may access the Teacher Verification website without logging out of the REP. The Teacher Verification website will appear in a second browser window.

1. Teacher Verification website
2. Customer support materials
3. Username and password help
Educational Entity Master Verification

The EEM Verification screen will appear the first time any user logs in to the REP Application for a submission cycle. The EEM authorized user for a district should verify that all EEM information is accurate and up to date prior to each submission. Entity information in the EEM that does not match educator records will affect submissions. Follow the steps below to ensure that information is correct in the EEM.

- Navigate to the [EEM web page](#).
- Search the EEM for the desired district/school/facility as a public user.
- Verify entity information, especially grade/education settings and “Admin/Contacts.”
- If information is incorrect, the EEM authorized user must log in to make the necessary changes. To determine who the EEM authorized user is, please refer to “Step 2” of the “Education Entity Master Verification” screen. If authorized users must be changed or updated, please refer to the [EEM User Guide](#) under the section “Authorized Users and Data Maintenance.”

After all information is updated or verified, please proceed to the REP application.
REP Menu Options

After completing the EEM verification, the REP Main Menu screen will appear. The following sections will address the page accessed from “Online Single Submission,” displayed under the section “Data Submission.” Users can update individual employee records from this page. For more information on bulk data submission, please refer to the REP Report User Guide, accessed on the REP web page.

Online Single Submission Form Option

For the submission of a single employee record, click on the “Online Single Submission Form” link on the Main Menu of the REP Application. In the following
sections, each field of the REP Online Single Submission form will be described individually. For additional information on REP fields and their enumerations, please refer the REP Data Field Descriptions Guide. Each field submitted is described in detail.

After following the “Online Single Submission” link, users have the choice of submitting a *new* employee from one of three forms. These forms include:

- **Professional Personnel** (left side of screen)
- **Support Staff** (center of screen)
- **Vacant Position** (right side of screen)

**Professional personnel:** Enter the employee’s Social Security number or credential number. For assignment codes “000AX” through “00598,” you must submit the SSN or credential number; for assignment codes “60100” through “99900,” you must submit the SSN. If an individual is employed as a day-to-day
substitute teacher, day-to-day substitute paraprofessional/aide, or a student
teacher, enter the employee’s SSN and click the appropriate radio button for the
position being reported. Click “GO.” After you have completed the first assignment,
you may add additional assignments by clicking on the “Add” box on the submission
page. Users may submit up to nine entries in Field 10: School Assignment Data for
each position.

Support staff and non-instructional staff: Enter the employee’s Social Security
number and FTE in the Support Staff section. Click “GO.” After you have completed
the first assignment, you may add additional assignments by clicking the “Add” box
on the submission page.

Vacant funded positions: When entering vacant funded positions, click “GO.”
After you click “GO,” a submission screen will appear. Enter the fields required for
the assignment code entered in Field 10 as necessary for a vacant funded position.
For more information about reporting of vacant funded positions, refer to Field 7:
Social Security Number in the REP Data Field Descriptions.

To update the record of an existing employee, the “Online Single Submission” page
is not used. Please navigate to “Personnel Submitted” from the REP Main Menu to
locate the record of the employee.
Day-to-Day Substitute Teachers (00SUB), Paraprofessionals/Aides (00PAR), Student Teachers (00STU) and Non-Instructional Staff Members (81500 through 99900)

To streamline the reporting of day-to-day substitute teachers, day-to-day paraprofessionals/aides, student teachers, and non-instructional staff members, authorized users may report these employees in the REP with fewer data elements. Two separate online screens for the submission of day-to-day substitute teachers or paraprofessionals/aides, student teachers and non-instructional staff members are provided.

For complete information regarding the required fields, refer to the REP Data Field Descriptions.

Day-to-Day Substitute Teachers/Day-to-Day Paraprofessionals/Aides and Student Teachers

As illustrated above, begin by entering the Social Security number or credential license number in the Professional Personnel section of the REP Single Submission page. Next, click the radio button that applies to the employee: either “This employee is a day-to-day substitute teacher” or “This employee is a day-to-day substitute paraprofessional/aide” or “This individual is a Student Teacher.” Enter the data as required. Next, click on the word “GO.” The following is a view of the submission screen that appears:
Non-Instructional Staff Members (Assignment codes “81500” through “99900”)

Report staff members within the assignment code range of “81500” through “99900” in the Support Staff section of the REP Single Submission Screen. Non-instructional staff members might include bus drivers, secretaries, janitorial services workers, etc. Base the FTE for each employee upon the amount of time worked by the employee and the contractual school day for the district. For more information on FTE status, contact your district’s human resources office.

Enter the Social Security Number and FTE and then click on “GO.” Complete the data entry as required. The following submission screen appears:
Day-to-Day Substitute Teachers, Day-to-Day Paraprofessionals/Aides, Student Teachers or Non-Instructional Staff Members Who Are Assigned to Other Regular Positions

If an assignment changes for a day-to-day substitute teacher, day-to-day substitute paraprofessional/aide, student teacher or a non-instructional staff member, a district user may take the following steps to update the record:
Step One: Log in to the REP Application and click on the Personnel Submitted Report.

Step Two: Click on the PIC of the employee whose record you wish to update. The online single submission screen will appear.

Step Three: Click on the “Go” Button next to the “Use full Single Submission form” as illustrated below:

The online submission screen will appear with all fields available to allow additional data submission. District users may submit up to nine entries in Field 10: School Assignment Data for each position.

Step Four: Update the current assignment or click on “Add Assignment” to add an additional blank School Assignment section.

This section will appear when you click on “Add Assignment”:
Step Five: After you have made all the changes/updates, click on “Submit REP Data for this Employee” located at the bottom of the submission screen to update the record.

Help Feature on the Submission Screen

This icon \[\text{...}\] appears in several fields in the online application. When you click on this icon, the list of specific codes for the field appears. You may click on the appropriate code for the record you are entering, and the field will populate with your selection, or you may enter the code manually.

The following window appears. Click on a code to populate the field. Use the scroll bar on the right to view any additional codes available for the field.
### Credential Types

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Credential not required (e.g., School Administrator, Technology Coordinator, etc.)</td>
</tr>
<tr>
<td>01</td>
<td>Life</td>
</tr>
<tr>
<td>02</td>
<td>Pending</td>
</tr>
<tr>
<td>03</td>
<td>Elementary Provisional</td>
</tr>
<tr>
<td>04</td>
<td>Elementary Professional</td>
</tr>
<tr>
<td>05</td>
<td>Elementary Permanent</td>
</tr>
<tr>
<td>06</td>
<td>Secondary Provisional</td>
</tr>
<tr>
<td>07</td>
<td>Secondary Professional</td>
</tr>
<tr>
<td>08</td>
<td>Secondary Permanent</td>
</tr>
<tr>
<td>09</td>
<td>Two Year Provisional Certificate</td>
</tr>
<tr>
<td>10</td>
<td>Limited License to Instruct</td>
</tr>
<tr>
<td>11</td>
<td>Permit, full year</td>
</tr>
<tr>
<td>12</td>
<td>Permit, emergency</td>
</tr>
<tr>
<td>13</td>
<td>Permit, Section 1233b</td>
</tr>
<tr>
<td>14</td>
<td>Permit, 150 day (day-to-day substitute)</td>
</tr>
<tr>
<td>15</td>
<td>Temporary Teacher Employment Authorization (1 year)</td>
</tr>
<tr>
<td>16</td>
<td>Temporary School Counselor Authorization</td>
</tr>
</tbody>
</table>

*close window*
Employee Data

Fields 1, 2, 3, 4, 5, 6, 7, 8 and 13

The numbers in parentheses to the left of the field name indicate the field number in the REP Data Field Descriptions. Fields 1, 2 and 3 are automatically populated when this screen appears. Please refer to the REP Data Field Descriptions for complete information about the field requirements.

Field Definitions – Help Screens

Click on any field name and a help window will appear with a definition of the field.
To print the definitions, right-click on your mouse to access the menu bar and then select “Print.”

Online Application: Fields 1, 2 and 3 are prepopulated in the online application with the appropriate date of count and the authorized user’s operating ISD/ESA number and operating LEA/PSA/ISD number.
Field 1: Date of Count

The date of count is the due date for submission of the REP data. There are two statutory submission deadlines for the REP: the first business day in December and June 30 of each school year. The date must be in xx/xx/xxxx format. For example, a due date for the fall submission would be entered as 12/XX/20XX and a due date for the EOY submission would be entered as 06/30/20XX. For the Online Application, this field defaults to the due date for the current submission.

Submit data in this field for all personnel with assignment codes “000AX” through “99900.”

Field 2: Operating ISD/ESA Number

Submit data in this field for all personnel with assignment codes “000AX” through “99900.”

This is the state-assigned operating number for the ISD/ESA. This code identifies the operating district where the staff member is employed. For example: St. Joseph County ISD is submitted as “75”. For the online application, this field defaults to the ISD number for the district’s authorized user.

Field 3: Operating LEA/PSA/ISD Number

Submit data in this field for all personnel with assignment codes between “000AX” and “99900.”

This is the operating number for the LEA, PSA or ISD. The EEM state administrator assigns the entity codes. Use the LEA, PSA or ISD code where the staff member is employed. The EEM numbers have always been five digits. Entity codes can be found in the EEM. Please navigate to the application from the EEM web page. Questions regarding this field can be directed to CEPI@michigan.gov. For the online application, this field defaults to the Operating LEA/PSA/ISD Number for the district’s authorized user.

Field 4: Last Name

Submit data in this field for all personnel with assignment codes “000AX” through “99900.”

This is the staff member’s last name. When submitting data via the REP Single Submission Online Application, do not enter data with spaces and punctuation marks. This does not apply to Bulk Upload files. To account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the terminations of staff members. Please report all pertinent information about the temporary substitute or contractor that would be required of any permanent employee of the district.
Field 5: First Name

Submit data in this field for all personnel with assignment codes “000AX” through “99900.”

This is the employee’s first name. When submitting data via the REP Single Submission Online Application, do not enter data with spaces and punctuation marks. This does not apply to Bulk Upload files. To account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the terminations of staff members. Please report all pertinent information about the temporary substitute or contractor that would be required of any permanent employee of the district.

Field 6: Middle Name

Submit data in this field for all personnel with assignment codes “000AX” through “99900.”

This is the employee’s middle name (when applicable). When submitting data via the REP Single Submission Online Application, do not enter data with spaces and punctuation marks. This does not apply to Bulk Upload Files. To account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Please report all pertinent information about the temporary substitute or contractor that would be required of any permanent employee of the district.

Field 7: Social Security Number

You must submit this field or Field 8: Credential License Number for all personnel with assignment codes “000AX” through “00598” (excluding “00310” through “00413” and “000NF”), “60300” and “60400.” This field is required for assignment codes “00310” through “00413” and “60000” through “99900” (excluding “60300” and “60400”).

This field provides the official identification of each employee. Social Security numbers are submitted without hyphens or spaces (e.g., enter 333-22-4444 as 333224444). This field must have a value if the position is vacant.

Field 8: Credential License Number

This field applies to all employees with assignments codes “000AX” through “00598” (excluding “00310” through “00413”), “60300” and “60400.”

This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position.
The Office of Professional Preparation Services (OPPS) issues credential numbers with varying lengths. If the credential license number is less than 15 digits, left justify and pad with blanks to the right of the credential number.

**Field 13: Date of Birth**

This field applies to all employees with assignment codes “000AX” through “99900.”

This is the date of birth of the staff member employed in the district. For vacant positions created since the previous school year and not yet filled, leave this field blank.
Measurement Data

Fields 9, 11, 14, 15, 20, 25, 26 and 28

Update for Field 20: Educator Effectiveness

There are two views for the Measurement Data Screen related to Field 20: Educator Effectiveness. Field 20 is required for the EOY submission only but may be reported in the Fall Submission. Labels reported in the Fall Submission will be retained in the EOY Submission. Be sure to review Field 20 in the Data Field Descriptions for complete reporting requirements.

Reporting of Educator Effectiveness Label Required View

(See Field 20: Educator Effectiveness for required assignment codes.)

Reporting of Educator Effectiveness Label Optional View

(See Field 20: Educator Effectiveness for optional assignment codes.)
Field 9: Date of Hire

This field applies to all employees with assignment codes “000AX” through “99900.”

This field identifies the initial date of hire for the staff member within the district. A change in position in the district does not change the initial hire date. If a staff member terminates and you rehire that person at a later date, he or she would have a new hire date. For vacant funded positions (vacancy created since the previous school year and not yet filled), leave this field blank.

Field 11: Title I and Title II, Part A, Teachers

This field applies to assignment codes “000AX” through “00598.” Leave this field blank for assignment codes “60100” through “99900.”

This field identifies the teachers funded by Title I, Part A, who teach core academic subjects in a Title I targeted assistance program or who teach core academic subjects in a Title I and Title II, Part A schoolwide program. See Field 10 in the current edition of the REP Data Field Descriptions for more information regarding core academic subjects. REP indicates core academic subjects using a double asterisk (**).

Field 14: Gender Code

This field applies to all employees with assignment codes “000AX” through “99900.”

This is the gender of the employee. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Field 15: Racial/Ethnic Code

This field applies to all employees with assignment codes “000AX” through “99900.”

This is the race/ethnicity of the staff member employed by the district. The primary racial/ethnic choice is represented with a “1,” the second choice is a “2,” the third a “3,” the fourth a “4,” the fifth a “5” and the sixth a “6”. Type the number in the appropriate box(es) for each employee.

Identify the race/ethnicity of the staff member. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Refer to Field 15: Racial/Ethnic Code, in the Data Field Descriptions for more information about the race/ethnicity selections.

Field 20: Educator Effectiveness

Note: This field is required for the REP EOY submission only.
The Revised School Code [380.1249(a) MCLA] requires that all districts develop and implement annual educator evaluations. These systems are locally determined and must include measures of growth in student achievement as a significant factor. Districts must use these systems to evaluate all educators, and to assign an effectiveness label to each educator.

Districts are expected to report one effectiveness label per educator. If the educator serves in multiple roles, the district must determine an appropriate evaluation metric for that individual and assign an overall effectiveness label for that educator.

The labels required for educator effectiveness under the American Recovery and Reinvestment Act of 2009, State Fiscal Stabilization Fund II (SFSF) grant assurances are highly effective, effective, minimally effective and ineffective. Local education agencies (LEAs) are required to determine and define within their local evaluation systems the criteria attached to each of four labels. If the LEA uses alternative labels, the LEA must determine which labels correspond with the four labels listed.

Under SFSF, educator effectiveness labels are required in the EOY REP data submission. Effectiveness labels should be reported based upon the employee’s most recent evaluation. The evaluation of administrators’ job performance is required at least annually [Section 380.1249(a) MCLA].

Beginning for the 2017-18 school year, a separate re-open window to appeal educator effectiveness ratings will be available. Please refer to future CEPI announcements for more information on this window.

**Fields 21 through 23: Reserved Fields**

**Field 25: Employment Status**

Submit data in this field for all personnel with assignment codes “000AX” through “99900.”

This field identifies the employment status of each employee. Report the appropriate code that identifies the status of the employee:

- Report code “00” for vacant positions.
- Report code “99” for returning employees, new non-instructional employees, new (to the district) experienced teachers, substitutes or contractors, or employees on leave.
- Report code “97” or “98” for new teachers in their first three years in the teaching profession.

Refer to the REP Data Field Descriptions for a complete list of current codes.
Field 26: Date of Termination/Separation of Employment

This field applies to all employees with assignment codes “000AX” through “99900.”

This is the date of termination of the staff member. Report all fields appropriate for the assignment code reported in Field 10: School Assignment Data. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Report terminations during the cycle in which the terminations occur. For example, if an employee terminates his/her employment on November 1, report the termination in the December submission. If an employee terminates his/her employment on February 1, report the termination in the June submission.

Field 28: Full-Time Base Annual Salary

The purpose of Field 28 is to collect the full-time base annual salary for employees in given assignments to meet the needs of Title I, Part A of the No Child Left Behind Act (NCLB). District users must submit this field if they are required to complete the Title I Comparability Application. Reporting of this field is optional for all other districts. This field applies to assignment codes “000AX” through “99900” and must contain a value. Refer to Field 10 (hourly wage section) and Field 28 in the REP Data Field Descriptions for complete reporting requirements.
Assignment Data - Field 10

Field 10 identifies assignment information about the staff member. All school personnel must be reported in the REP regardless of the FTE count. All assignments for each staff member must be reported. To add multiple assignments, click on “Add” for each additional assignment for an individual employee. District users may submit up to nine entries in Field 10: School Assignment Data requirement for each position. To remove an assignment, click on “Remove.”

To view a list of assignment codes, click on the icon.

The following screen will appear:

Assignment Codes

-- choose an assignment group --
Administrators
Bilingual Paraprofessionals/Aides
Bilingual Program Teachers
Day-to-Day Substitute Staff
Early Childhood Instructional Staff
Early Childhood Staff
Instructional Staff
Non-Instructional Staff
Non-Instructional Staff - Consolidated Code
Paraprofessionals/Aides
Student Teacher
Select an assignment group by highlighting and clicking the group for which you wish to obtain a complete listing of assignment codes:

The following screen will appear. Select the appropriate assignment code to populate the field. Use the scroll bar to view the complete list of assignment codes.

Field 10: School Assignment Data

(Includes the following data elements: School Assignment by Grade, FTE, Wage, Accounting Code, Highly Qualified, Academic Major, Academic Minor, Administrator Continuing Education and Number of Classes Taught)

This field applies to assignment codes with numbers “000AX” through “99900.”

Report the staff member’s school/facility where assigned, position assignment, grade level, FTE, wage, accounting function code, highly qualified status, academic major, academic minor, administrator continuing education and number of classes taught as appropriate for the assignment code. A district may submit up to nine assignment codes for an employee, with the employee’s primary position (i.e., greatest FTE) reported in the first position. Most staff members have one or two assignment codes. If more than one assignment is reported, all sections (assignment, grade level, FTE, wage, etc.) for each assignment must also be reported, dependent upon the assignment code and FTE.
This field includes the following data elements. Refer to Field 10 of the REP Data Field Descriptions for complete information about this field.

School – This is the state-assigned school/facility code (from the EEM) where the staff member is assigned. For a complete definition of a school, refer to the REP Data Field Descriptions, Field 10. For information regarding a school code number, refer to the EEM web page.

Assignment (Teachers: Assignment Codes “000AX” through “00598” and “60300” or “60400”) – Use these five-digit codes for instructional teaching staff members. Use these assignment codes for teachers in general education, special education, or career and technical education, as specified in the REP Data Field Descriptions in Field 10.

Assignment (Early Childhood Assignment Codes “60100” through “60700”) – Use these five-digit assignment codes for early childhood education staff.

Assignment (Administrators, Paraprofessionals/Aides and Non-Instructional staff members: Assignment Codes “70000” through “99900”) – Use these five-digit codes for all non-instructional and administrative staff members. The assignment code for the administrative staff members (“70000” through “79999”) includes a two-digit number for the Title (NN), one digit for the Level (N) and a two-digit number for the Function (NN). Select the assignment codes for paraprofessionals/aides (“80001” through “80016”) and non-instructional staff members (“81500” through “99900”) by position classification or the major responsibility of the position description. You can find these specific codes in Field 10 of the REP Data Field Descriptions.

Current Grade Assignment – Report the grade level or educational setting for the assignment of the staff member. Whenever possible, report the grade level for the staff member. If the staff member is working in an unspecified grade, report an educational setting. Refer to the REP Data Field Descriptions for a specific breakdown of the grade levels and educational settings.

FTE (Full-Time Equivalency) – Report the FTE for each staff member employed in the school district. This refers to the amount of time required to perform an assignment stated as a portion of a full-time position. The FTE is computed by dividing the amount of time employed by the time normally required for a full-time position within a given school district. If a position is vacant, report the FTE for that position. Refer to the REP Data Field Descriptions for detailed information regarding FTE. Reporting of the FTE is not required for assignment codes “00SUB,” “00PAR” and “00STU.”

Hourly Wage – Reporting of the hourly wage is optional; however, it must be submitted as a value. If it is not submitted as a value, a fatal error will be returned, and the record will not submit. Please refer to the REP Data Field Descriptions Guide for complete reporting requirements of the hourly wage.
Accounting/Function Code – Enter the appropriate code as determined for accounting purposes for each position in a given school district. See the REP Data Field Descriptions for the specific recommended accounting/function codes. For more detailed information, please refer to the Michigan School Accounting Manual located at the MDE website under the office of State Aid and School Finance. The Michigan School Accounting Manual (Bulletin 1022) serves as a mandatory guide to the uniform classification and recording of transactions for Michigan public school districts. Refer to the REP Data Field Descriptions for more information.

Highly Qualified Status (Online Application) – Using the drop-down menu, select “Yes,” “No” or “N/A” for staff members with assignment codes “000AX” through “00598.” See Assignments to General Education in Field 10 of the REP Data Field Descriptions for a listing of the core academic subject area assignment codes that you must report with “Yes” or “No.” Review the requirements for reporting of highly qualified status for assignment codes “80001” through “80016” (paraprofessionals/aides). Also refer to Field 10 for a listing of the paraprofessionals/aides that must report highly qualified status.

Highly Qualified Status (Bulk Upload Application) – Report “1” (Yes), “2” (No) or “0” (N/A) when reporting core academic instructional staff members or instructional paraprofessionals/aides. See Assignments to General Education in Field 10 of the REP Data Field Descriptions for a listing of the core academic assignment codes that you must report with “1” (Yes) or “2” (No) for highly qualified status.

Administrator Continuing Education (Online Application) – Using the drop-down menu, select “Yes,” “No” or “N/A” for administrator assignment codes “70000” through “79999,” as explained in the REP Data Field Descriptions in Field 10 under Assignments to Administration.

(Bulk Upload Application) Use “1” (Yes), “2” (No) or “0” (N/A) when reporting the administrator continuing education requirement.

Number of Classes Taught – For staff members with assignment codes “000AX” through “000ZZ,” report the number of classes taught for each core academic assignment code reported in Field 10. For non-core academic assignment codes and assignment codes “00500” through “00598” and “70000” through “99900,” report a “0” in this position.

**Credential Status, Fields 12, 16, 17, 18 and 19**
Field 12: Funded Position Status

This field applies to all employees with assignment codes “000AX” through “79999.”

This field identifies the status of positions that are either filled by permanent employees, approved substitutes or outside contractors, or that remain unfilled.

Field 16: Highest Degree

This field applies to all employees with assignment codes “000AX” through “99900.”

This is the highest degree earned by the staff member. For vacant positions created since the previous school year and not yet filled, use code “00”.

Field 17: Type of Credential

This field applies to all employees with assignment codes “000AX” through “99900.”

This is the type of credential held by the employee. If the position is one that requires a specific credential (assignment codes “000AX” through “00598”), report the required credential for the assignment code. If the staff member has two credentials (for example, general education and vocational), report the certificate that matches his/her reported position. If the credential has expired and an application for a new credential is in process, enter the credential pending status code “02”. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Field 18: Date Credential Issued

This field is optional. This field applies to all employees with assignment codes “000AX” through “00598,” “60300” and “60400.”

This is the date that the staff member’s credential, permit, approval or authorization was issued. For vacant positions created since the previous school year and not yet filled, leave this field blank. All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 2003 = 05/08/2003.

Field 19: Date of Expiration of Credential

This field is optional. This field applies to all employees with assignment codes “000AX” through “00598,” “60300” and “60400.”

This is the expiration date of the staff member’s certificate. Most certificate types in Field 17: Types of Credential must have an expiration date that is later than the end of the previous academic year. The only certificate types that do not have expiration dates are: 00, 01, 02, 05, 08, 23-26, 40-43, 52, 55, 70 and 72. For certificates without expiration dates, you can leave this field blank. For vacant
positions created since the previous school year and not yet filled, leave this field blank. All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year.

**Fields 29 and 30: Reserved**
New Teacher Professional Development

Field 24: New Teacher Professional Development (EOY Submission)

Indicate the number of days by type(s) of professional development provided to new teachers (those within their first three years of employment in classroom teaching) during the school year (July 1 to June 30). This field is used to determine in what professional development novice teachers have received that was district supported as specified within Section 380.1526 of the Michigan Compiled Laws (MCL). This field will collect the number of days of professional development provided by the district for assignment codes “000AX” through “00598” (except “00200” through “00413”), and “60300” and “60400” that are reported with a code “97” or “98” in Field 25: Employment Status.

Field 27: Personnel Identification Code

The REP system maintains a service that produces PICs. The PIC appears at the top of the online submission screen for previously submitted records. For new record submissions, the REP assigns the PIC when the record is saved. (Although the system does not require it, it is recommended that PICs are submitted in the Bulk Upload process to ensure the validity of records.)
REP PIC Search Feature

The REP PIC Search is a feature within the REP Application that allows authorized users to obtain PICs for staff members at any time. The REP PIC Search feature includes the following data:

- First and Last Name
- Gender
- Date of Birth
- Social Security Number
- Michigan Credential License Number (when available)
- Personnel Identification Code

For further information about obtaining PICs for new or current employees, please refer to the PIC Search User Guide.
REP On-Demand: An Overview of System Changes and Functionality

The REP application allows users to update records between official collection windows. Additionally, users are able to save an employee record with errors if all the core personnel information is entered correctly. Although the errors must eventually be corrected before the collection closes, this change makes it easier for the user to make regular updates to personnel data.

If the core personnel information for an employee is entered incorrectly, however, a fatal error will be displayed and the user will be unable to save the record. As before, records with warnings will automatically be saved, and the user will be able to determine if further action to correct the data is warranted.

As a result of this change in the system, there are now three possible validation statuses that may appear on the screen after the user submits their personnel data record:

1. Fatal Errors
2. Errors
3. Warnings

The following sections will guide the user through the process of submitting personnel data from start to finish and further describes the meaning of the validation statuses listed above.

Information regarding this functionality can be found in the REP On-Demand User Guide.
Saving a Record/Updating a Record

REP’s recent system enhancement required another validation status for the records updated for the current submission cycle that still contain errors. These records are displayed with a yellow triangle containing an exclamation point next to the employee PIC (⚠).

Updated Records still appear with a green check mark. Those with errors now display a yellow triangle with an exclamation point. Records NOT updated for the submission cycle (with fatal errors) will display a red octagon with an “X.” The legend below displays the corresponding icons for each of the three possible submission/validation statuses.

![Icon Legend]

After the district user successfully corrects the errors in the personnel record to the REP, the Submission Status column for that record will automatically show a green check mark (✔).

When submitting a valid record, three options are available:

2. “Add a New Employee” returns the user to the “Submit New Personnel” screen.
3. “Return to REP Main Menu” redirects the user to the REP home page.

Update/Verify a Record

Accurate records must be submitted for each collection. Records can be updated/verified at any time during a collection. After clicking on “Personnel Submitted,” a list of employees is shown who have submitted to the REP for a
previous collection. These records are automatically rolled over for each submission cycle.

If the personnel record is awaiting verification for the current submission cycle, the Submission Status column will show a red octagon with an “X.” ( ✗ ). Each record must be updated in order to verify that the data previously submitted are still valid. After an employee record is successfully updated for the current collection period, the Submission Status column will show a green check mark ( ✔ ). When all of the personnel records for the district are submitted and there is a check mark ( ✔ ) next to each personnel record, the REP submission is ready for certification. Please refer to the section “Collection Certification” for more information on certifying.

To begin the record verification for the district’s personnel, click on the PIC for the employee to be updated or verified. The REP Application screen will appear with the employee’s previously submitted data.

After updating or verifying the employee record, click on “Submit REP Data for this Employee” at the bottom of the submission screen.
The REP Application will error-check the data and either:

1. Save as a valid record with warnings and/or errors, OR
2. Generate one or more fatal error message(s), which results in an unsaved record.

Once an employee record is submitted, the system will display a screen that shows any fatal errors first, followed by errors and then warnings.

Fatal errors will not allow the employee record to be saved, and will occur if the core information listed below is incorrectly submitted:

- Field 27: PIC
- Field 5: Last Name
- Field 4: First Name
- Field 6: Middle Name
- Field 13: Date of Birth
- Field 14: Gender
- Field 7: Social Security Number
- Field 8: Credential License Number
- Field 25: Employment Status
- Field 9: Date of Hire
Field 26: Date of termination (if applicable)
Field 10 Characteristics: School Code and Assignment

However, records with standard errors will be saved to allow the user to make the necessary corrections at a later date. These errors must still be corrected before the submitted data can be certified and the collection closes. As before, warnings may or may not warrant further action. Samples of warning messages are provided on the following page for your reference.

**Warning Messages**

Various warning messages may appear in the REP error check report. When a warning message appears, your record will still be saved.

**Warning Message Samples**

*Field 10 – School Code or School Assignment*

At least one of the school/facility codes reported for (first name, last name) is foreign to the district number of the authorized user. The staff member was reported in (school/facility code, district name, district code). Please verify that this staff member does work in the school/facility reported.

*Field 10 – School Code or School Assignment*

Accounting Code XXX in School Assignment #1 is not recommended for the submitted assignment code.

*Field 10 – Record with less than 0.5 FTE*

[Note] If a non-instructional employee is being submitted with less than 0.5 FTE with the minimum data requirements, please remember that all non-required fields must be left blank.

*Field 15 – Racial/Ethnic*

The racial/ethnic code reported for this employee is different from the code reported for this employee in a prior submission. Please verify that the racial/ethnic code reported is valid for this employee.

*Field 25 – Employment Status: Code 97 New Teacher*

Code 97 indicates that this teacher is in his/her first three years of employment in the profession of teaching. However, the reported date of hire indicates that s/he has been employed by this district for longer than three years. Please verify that this teacher is in his/her first three years of employment in the profession of teaching.
Field 25 – Employment Status: Code 99

Code 99 indicates that this is an experienced teacher placed in a regular teaching position. However, the reported date of hire indicates that s/he has been employed by the district for less than three years. Please verify that this teacher has more than three years of employment in the profession of teaching.

Personnel Submitted Report – Search Tools

The Personnel Submitted Report has search tools that allow district users to search for individual employee records. To assist district users with easy record retrieval, several record search features are available on the Personnel Submitted Report. These features will allow district users to access individual records quickly. Go to the Main Menu. Click on “Personnel Submitted.”

The following screen will appear:

- Personnel Search: Enter the staff member’s PIC, SSN or name in the appropriate box and click the “Go” button.
• View All Records, Updated or Non-Updated Records: Click on the radio button for the list of records desired.
• Search by Page: Enter the page number desired in the “Go To Page” Box and click on the “Go” button.
• Search by Letter Group: Click on the letter desired. The report will provide a complete list of all staff members whose names begin with the last letter selected.

District users may search by PIC, Name, Social Security Number or by clicking on a letter to find a group of names within the alphabetic listing. REP’s enhanced functionality also allows the user to sort records by validation status. For instance, only records that have been updated for the submission can be displayed by selecting the second button from the screenshot shown above.
**Personnel Submitted Report/Complete Submission**

The Personnel Submitted Report lists all employees reported successfully/with errors/incomplete for each submission cycle.

This report is located on the Main Menu of the REP Single Submission Online Application and is an important tool in verifying/updating all records. When submissions begin, all previously submitted employees have red octagons with an “X” (❌) next to their names. After updating/verifying a record, the red octagon with an “X” (❌) will either be saved with errors (⚠️) or updated error-free with a green check mark (✔️). When all employees have green check marks (✔️) in the Personnel Submitted Report and all new staff member have been submitted, the submission is ready for certification.

There are now three items in the report heading of the Personnel Submitted Report that should be checked carefully to determine that all previously submitted records are ready for certification:

- Records updated and error-free this submission cycle. Total __
- Records updated with errors for this submission cycle. Total __
- Records not updated for this submission cycle. Total __

*Be sure that the total for Numbers 2 and 3 are both equal to 0 by the due date for each submission cycle.*

If an employee has been terminated/resigned, the employee must be reported appropriately. All required assignment code fields should be submitted. In Field 25: Employment Status, report the reason for the termination, and in Field 26: Date of Termination/Separation of Employment, report the date of termination.
Deleting a Record

Only CEPI personnel may delete records from the REP database. CEPI will delete only duplicate records and records for individuals who have never worked for a district.

To request to have a record deleted, please refer to the following steps:

1) Send an email message to CEPI@michigan.gov.
2) Subject line: REMOVE EMPLOYEE.
3) Message: District name and district number, followed by the employee’s PIC number and name. Include a district contact name and phone number.
4) Note: When requesting to remove a duplicate record, the first record submitted will be the record retained in the REP file.

Remember, only records for employees who have never worked for your district or for duplicate records can be deleted.

*If a record is deleted that should not have been removed from your file, it will need to be resubmitted.*

Problems with a Social Security Number

When a problem with a Social Security number occurs, contact CEPI Customer Support at 517-335-0505 x3. For security reasons, do not email Social Security Numbers to CEPI.
Bulk Submission/Upload REP Data

For the submission of multiple records, click on the “Bulk Upload File Submission” link on the Main Menu of the REP Application. Bulk upload files must conform to the current REP Record Layout. Files that do not conform to the conventions will not be processed. Files must be plain text format, ending with the “.txt” file extension.

The Bulk File Upload can be used to update multiple records at one time. Working from a local personnel system, a file can be generated with the correct data field specifications. These files can be uploaded multiple files during each submission cycle; however, only the most recent upload for each employee record will be retained in the system. Please maintain only correct data with each bulk upload.

Please note: When uploading files from vendors with contracted employee data, it is imperative to confirm that the file contains accurate employee data prior to uploading the file.

When a file is ready for upload, it can be sent to CEPI via the REP Application. Please enter a complete email address and the path and file name to upload. Use the Browse button to locate the file to upload. After entering the email address and file name, click the “Upload REP File” button. After submitting the file, the system will send a confirmation message to the email address provided. Each of the steps described are circled in the illustration below:
Bulk Submission Status

After uploading a file, the file will go through three stages:

1. Queued: The file has been received and is awaiting processing.
2. Processing: The file is currently being processed.
3. Completed: The file has been processed. Click the date and time link in the “Date Uploaded” column to view an error report.
4. Email Confirmation: Files are processed in the order received and confirms receipt via the email address provided.

An upload with error-free and correct records must be certified to be considered final. Please refer to the next section to learn about collection certification.
View Your Bulk Upload File

The table below lists the dates and times that your district has uploaded a file via the REP Bulk Submission. It also lists the status of each of those files. After the file has finished processing, the date and time will become an active hyperlink (blue text).

1. Click on the hyperlink to retrieve your REP Error Report. Two options are available for reviewing the file:
   - Choose "Open" to view the file in your default application for reading text files (e.g., Notepad).
   - Choose "Save" to save the text file to your hard drive.

2. If your report lists records with errors, correct your source file and re-upload.

3. If the report for your batch is error-free, you will see the following message: "NO ERRORS FOUND. All records submitted in this file have been successfully processed and saved." YOUR REP SUBMISSION IS NOT COMPLETE until you review your "Results of Your Upload Report."

4. Access the "Personal Submissions" on the REP Main Menu and verify that all records (local and personnel) have been updated.

<table>
<thead>
<tr>
<th>Date Uploaded</th>
<th>District</th>
<th>MEIS Account</th>
<th>Uploaded By</th>
<th>File Size</th>
<th>Status</th>
</tr>
</thead>
<tbody>
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<td>32909</td>
<td>A-1009892</td>
<td>Lynne Erickson</td>
<td>12048</td>
<td>Processing</td>
</tr>
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<td>Completed</td>
</tr>
<tr>
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<td>A-1009892</td>
<td>Lynne Erickson</td>
<td>22595</td>
<td>Completed</td>
</tr>
</tbody>
</table>
Collection Certification

Certify: Finalize the Submission

Beginning Fall 2017, all data submissions must be finalized by certifying the collection. Collection certification alerts CEPI that the data submitted is error-free and correct. After updating all records to the green check-mark (indicating that they are error-free), a user must certify before the close of a collection for it to be processed by CEPI. To certify, please refer to the following steps:

1. From the REP Main Menu, click “Data Certification.” The certification page can also be reached from the “Personnel Submitted” page by clicking “Certify Data” from the left menu on the page.

2. The certification page summarizes the status of all records submitted. A user cannot certify a collection until all records are error-free (indicated by the green check-mark). Click “Review Personnel Submitted” to navigate back to the “Personnel Submitted” page if records need to be corrected or updated.

3. Once all records are updated and error-free for the submission cycle and no records are counted next to the yellow or red symbols, the collection can be certified. Click “Certify” to finalize the data submission.

If the data submission is certified and records must be updated before the collection close date, a user must decertify. Please refer to the next sub-section for more information.
Decertify: Editing a Submission Before the Collection Close

Once certified, data submissions cannot be edited. If certified records must be updated before the close of a collection, a user can decertify the submission. Data can be certified and decertified an unlimited number of times before the close of a collection. To decertify, please refer to the following steps:

1. From the REP Main Menu, click “Data Certification.” The certification page can also be reached from the “Personnel Submitted” page by clicking “Certify Data” from the left menu on the page.
2. Click “Decertify” to re-open all records to editing.
3. Once the desired edits have been made, re-certify the collection by navigating back to the “Data Certification” page and clicking “Certify.” As before, data cannot be certified until all records are submitted error-free. If any records edited were submitted with error, re-certifying will not be available.

Users can verify that data was certified by accessing the “Complete Summary by District” page and searching for the district. The last column of the page affirms whether a district has certified.
Need Additional Help?

For questions regarding REP content or assistance with the REP Application, please send an email message to CEPI@michigan.gov or call 517-335-0505 x3. Please provide a name, district code and district name, the CEPI application name, a telephone number (including area code and extension), email address and specific questions.

A separate user guide is available that provides detailed information about the reports available to users of the REP Application. The REP Report User Guide is available on the REP web page under REP Help and Resources.