# Center for Educational Performance and Information

# Registry of Educational Personnel User Guide

**Fall 2024**

**Last Updated: 8/2/2024**

**Questions:**
Email: cepi@michigan.gov

# Contents

# Introduction

This guide is for all users of the Registry of Educational Personnel. Users should also review the current 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 in REP. This guide provides definitions and general information about each field collected in REP. It also offers general instruction on the REP data entry system.

Please refer to the following guides for additional information on special topics:

- To learn more about the individual data elements, see the current Data Field Descriptions manual.

- To learn more about reviewing and making post-collection edits to Educator Effectiveness, see the Appeals Process manual.

- To learn more about using REP to search for educational personnel, please refer to the Personnel Search User Guide.

- The REP Report User Guide, accessed on the REP web page, offers additional information on bulk data submission and the record layout of REP flat file data entry.

- The REP FAQs include additional resources.

# General Information

## What Information Do Users Enter in REP?

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.

Since Oct. 1, 2023, districts are required by 388.1619 Sec 19. (3) to update records within 30 days of changes in employment or assignment. This requirement is important for criminal background checks related to student safety and to understanding educator workforce trends. Districts are also required to report any position that is not filled by a permanent employee and may be filled by a temporary employee as a Vacant Funded Position within 30 days of the vacancy occurring.

Authorized users may either enter data online or by a bulk file upload and can edit data online. Upload files 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 REP?

Effective Jan. 1, 2006, Michigan law requires that criminal history checks be conducted by the Michigan State Police and the FBI for all regular and contract employees hired or assigned by public schools in Michigan. Therefore, all Michigan school districts are required by statute to submit all school personnel data to the state in REP so 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 REP: the first business day in December and the last business day of June of each school year. Districts must also update records within 30 days of changes in employment or assignment status.

The REP deadlines for the 2024-25 school year are:

- Fall 2024 submission: Dec. 2, 2024
- EOY 2025 submission: June 30, 2025

# Need Help?

## REP Data Field Descriptions

CEPI provides a comprehensive guide of all REP data fields and their enumerations. The REP Data Field Descriptions Guide is available on the REP web page under the heading "Manuals."

- Fall 2024 REP Data Field Descriptions
- EOY 2024 REP Data Field Descriptions
- Fall 2023 REP Data Field Descriptions
- EOY 2023 REP Data Field Descriptions
- Educator Effectiveness Appeals Process
- Personnel Search User Guide
- REP Report User Guide
- REP User Guide

## REP Content Information and Resource Materials

The REP Data Field Descriptions contains a State of Michigan office contact for fields when appropriate. Direct questions about a field to the office contact. As always, for technical assistance with data submissions, please contact CEPI Customer Support at cepi@michigan.gov. Please provide your 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 REP, please visit the CEPI website. Click on "PreK-12 Applications," and then click on "Registry of Educational Personnel." Refer to the Help and Training box (see below) for additional reference materials.

- Appropriate Placement: Student and Teacher Course Reporting Guide
- Course Placement and Reporting Guide
- Course Placement and Reporting Guide - Beginning in School Year 2024-25
- Webinar: Appropriate Placement and Reporting
- Calculating the Number of Core Academic Classes Taught
- Guide for Users New to REP
- MDE Permits and Placement Guidance
- Race and Ethnicity Reporting
- REP Data Certification Video Tutorial
- REP FAQs
- REP Glossary

# Application Access

## Step One: Create a MiLogin Account (if needed) and Subscribe to REP

To be an authorized REP user, you must have a MiLogin account. Please do not create another MiLogin account if you already have one.

If you do not have an account, follow the instructions in the MiLogin User Guide 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 form can be emailed to CEPI. Security forms are found on the [CEPI Application Security Forms web page](#).

CEPI will grant your access when both steps have been completed.

## Reminder: Keep Email Addresses and Phone Numbers Up-to-Date

CEPI sends email 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 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.

Please see the [MiLogin User Guide](#) for instructions on how to update your profile, including contact information.

# REP Online Application

## Accessing the REP Online Application

Go to the [CEPI website](#). Click "PreK-12 Applications," then click "Registry of Educational Personnel." Click the "Go to REP" button.

**Registry of Educational Personnel**

Data submitted by school districts via the REP are used to produce school personnel reports for the U.S. Department of Education and the State of Michigan. REP data are also provided to the Michigan Department of Education for MDE's teacher certification audit.

(Nonpublic schools submit their personnel data in the Nonpublic School Personnel Report.)

- CEPI District/ISD/PSA User Application Security Form
- Deadlines: REP data are due to CEPI on June 30 and the first business day in December.

See the CEPI Calendar Page for our master calendar of deadlines and collection dates.

Go to REP

## REP Login Screen

Once you've navigated 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 REP, click on **Authorized User Login**.
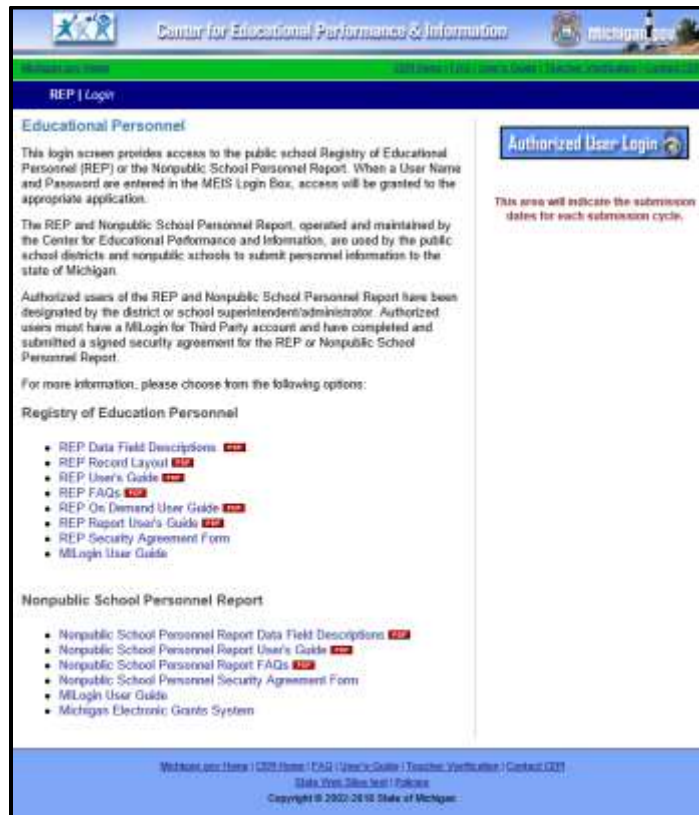
To troubleshoot any login issues, please contact CEPI customer support at [cepi@michigan.gov](mailto:cepi@michigan.gov).

# System Log Out

MiLogin establishes that a user is authorized to access the sensitive information in REP, such as social security numbers and birthdates. Each REP login session is tracked to maintain the security of the application. After 20 minutes of inactivity, the session's authorization will end and the login screen will appear. Any pending or partial information not submitted before a session timeout will be lost and need to be 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:



# Educational Entity Master Verification

The EEM Verification screen will appear the first time a user logs in to REP 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 EEM that does not match educator records will affect submissions. Follow the steps below to ensure that information is correct in EEM.

- Navigate to the [EEM](#).
- Search 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 your EEM authorized user is, please refer to "Step 2" of the "Education Entity Master Verification" screen. If authorized users must be changed or updated, refer to the "Authorized Users and Data Maintenance" section of the [EEM User Guide](#).

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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 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

To submit a single employee record for a new employee or a vacant position, click the "Online Single Submission Form" link on the REP Main Menu.

*Note: 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 and update the employee's record.*

The following sections describe each field of the REP Online Single Submission form. For additional information on REP fields, please refer to the REP Data Field Descriptions Guide.



After following the "Online Single Submission" link, users have three options for submitting a *new* employee:

- **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 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:** To add a new vacant funded position, click "GO." Enter the fields for the assignment code in Field 10 as necessary for a vacant funded position. Many fields cannot be edited for vacant funded positions. For more information on reporting vacant funded positions, refer to the Vacant Funded Position User Guide on the REP web page.

# 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, users may report these employees in 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

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," "This employee is a day-to-day substitute paraprofessional/aide" or "This individual is a Student Teacher." Enter the data as required. Next, click the word "GO." The following submission screen will appear:

# 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, then click "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, take the following steps to update the record:

**Step One:** Log in to REP and click on the Personnel Submitted Report.

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

**Step Three:** Click the "Go" Button next to the "Use full Single Submission form" as illustrated below:



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

**Step Four:** Update the current assignment or click "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 changes/updates, click "Submit REP Data for this Employee" at the bottom of the submission screen to update the record.
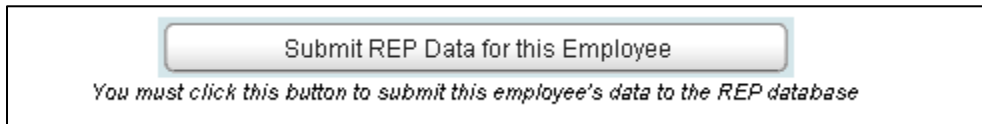


## Help Feature on the Submission Screen

This icon  appears in several fields in REP. When you click this icon, the list of specific codes for the field appears. You may click the appropriate code for the record you are entering, and the field will populate with your selection, or you may enter the code manually.

# Employee Data

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

The numbers in parentheses to the left of a field name indicate the field number in the REP Data Field Descriptions. Fields 1, 2 and 3 are automatically populated. Please refer to the REP Data Field Descriptions for complete information about 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 to access the menu bar and select "Print."



# Field 1: Reserved

# 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 "000AX" through "99900."

This is the five-digit 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. Entity codes can be found in 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

This field is required for assignment codes "00310" through "00413" and "60000" through "99900" (excluding "60300" and "60400"). You must submit this field and 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 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 Educator Excellence 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 later, they would have a new hire date. For vacant funded positions, report the date the position became vacant in this field.

# Field 11: Reserved

# 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 employee. 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 and assign an overall effectiveness label for that individual.

In accordance with Public Acts 224 and 225 of 2023, Effectiveness Ratings reporting has been updated to the following:

Through the 2023-24 School Year
01 – Highly Effective
02 – Effective
08 – Minimally Effective
03 – Ineffective

Beginning in the 2024-25 School Year
12 – Effective
13 – Developing
14 – Needing Support

Evaluation Exemptions Updates:

- 15 – Exemption: Teacher Effective – Teachers were required to be evaluated at least bi-annually; now teachers may be evaluated up to every 3 years. After 3 consecutive years of effective ratings (effective or highly effective ratings from prior to July 1, 2024 qualify for this exemption) they may receive an exemption for biannual or triannual reviews.
- 16 – Exemption: Administrator Effective – Administrators may be evaluated up to every 2 years after 3 consecutive years of effective ratings (effective or highly effective ratings from prior to July 1, 2024 qualify toward this exemption). Administrators would be required to return to annual evaluations with a change in evaluator or ratings of Needing Support or Developing.
- A teacher or administrator may be exempt from evaluation if they are
    - o 17 – Unevaluated – worked less than 60 days
    - o 18 – Unevaluated – Eventuating circumstances
    - o 19 – Unevaluated – Vacated due to grievance

Under state law, educator effectiveness labels are required in the EOY REP data submission. Effectiveness labels should be reported based upon the employee's most recent evaluation. [Section 380.1249(a) MCLA].

## 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 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, use this field to report the date a Vacant Funded Position was filled by a permanent employee, or the position has been eliminated.

Report terminations during the cycle in which they occur. For example, if an employee terminates their employment on Nov. 1, report the termination in the December submission. If an employee terminates their employment on Feb. 1, report the termination in the June submission.

# Assignment Data - Field 10

Field 10 identifies assignment information about the employee. All school personnel must be reported in REP regardless of FTE count. All assignments for each staff member must be reported. To add multiple assignments, click "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 "Remove."



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



The following screen will appear:
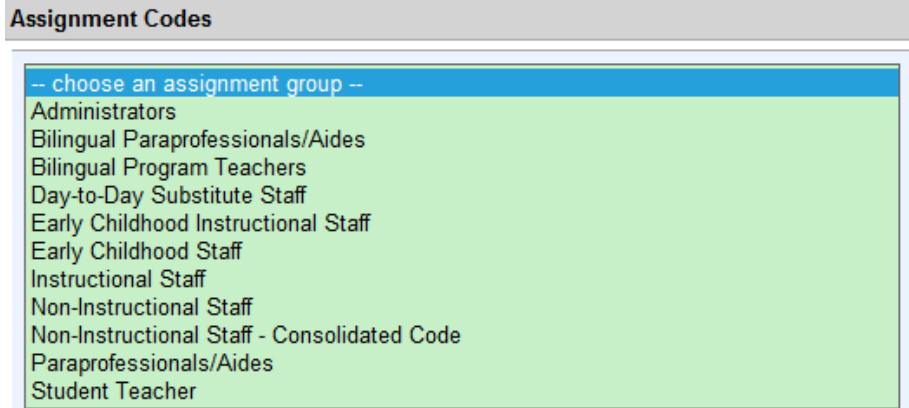
Click an assignment group to see a complete list of assignment codes:
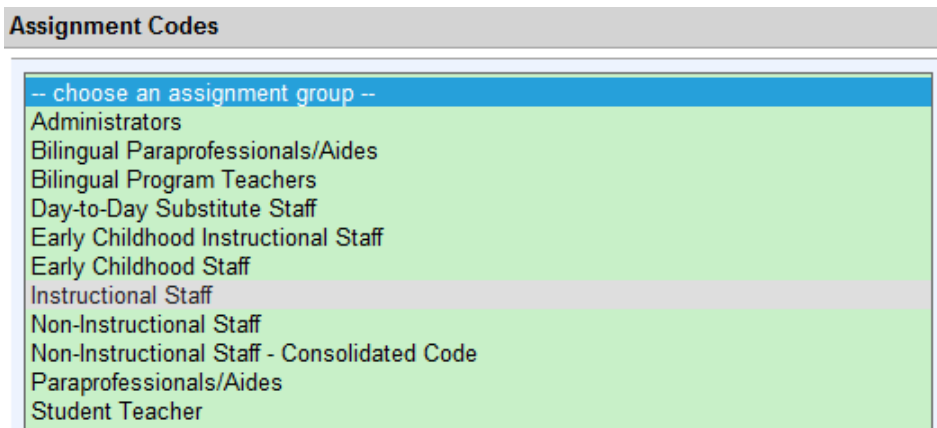


The following screen will appear. Select the appropriate assignment code to populate the field. Use the scroll bar to view the complete list of codes.



# Field 10: School Assignment Data

**(Includes the following data elements: School Assignment by Grade, FTE, Wage, Accounting Code, 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 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 <u>primary position (i.e., greatest FTE) reported in the first position</u>. Most employees 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 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 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 noninstructional and administrative staff members. The assignment code for 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 noninstructional 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 the staff member. This refers to the amount of time required to perform an assignment stated as a portion of a full-time position. 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 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. 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 on 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.

**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

| **Credential Data** | | |
|---|---|---|
| (12) Funded Position Status: | 9 | |
| (17) Type of Credential: | 02 | (18) Credential Date of Issue:    /    / |
| (16) Highest Education Level: | 04 | (19) Credential Date of Expiration:    /    / |

# 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 field is used when the individual cannot be matched to an active credential in MOECS. If the individual does not have an active credential, report "02 - No Valid Credential." For all other positions, including Vacant positions, this field should be left blank.
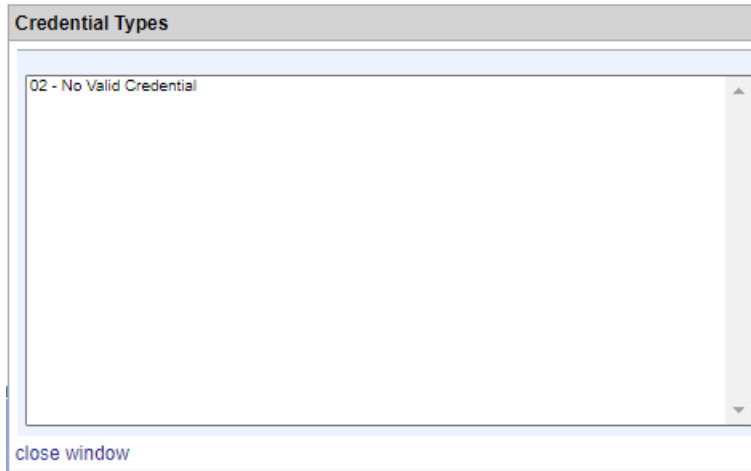


## Field 18: Reserved

## Field 19: Reserved

## 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 what professional development novice teachers have received that was district supported as specified within MCL Section 380.1526. This field collects 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. Categories for Classroom Management, Instructional Delivery and "Other" are included in Field 24: Professional Development Data to ensure that all new teacher hours are being collected.

## Field 27: Personnel Identification Code

REP 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, REP assigns the PIC when the record is saved. (Although the system does not require it, it is recommended that PICs be submitted in the Bulk Upload process to ensure the validity of records.)

# REP PIC Search

The REP PIC Search is a feature in REP that lets authorized users obtain PICs for staff members at any time. The REP PIC Search 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 [Personnel Search User Guide](#).

# Saving a Record/Updating a Record

REP's equired another validation status for records updated for the current submission cycle that still contain errors. These updated, error-free records still appear with a green check mark. Updated records with errors now display a yellow triangle with an exclamation point. Records NOT updated for the submission cycle (with fatal errors) display a red octagon with an "X." The legend below displays the icons for each of the three submission/validation statuses.
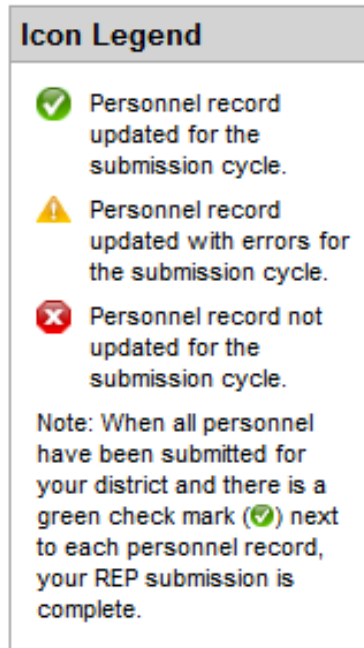


Once the user successfully corrects the errors in a record, the Submission Status column for that record will show a green check mark (✔).

After submitting a valid record, three options are available:

1. "Personnel Submitted" returns the user to the Personnel Submitted Report.
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

Records can be updated/verified at any time during a collection. After clicking on "Personnel Submitted," a list of employees is shown who were submitted to REP in the 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 to verify that the data previously submitted are still valid. After a

record is successfully updated for the current collection period, the Submission Status column will show a green check mark (✔). When all personnel records for the district are submitted and there is a check mark next to each record, the REP submission is ready for certification. Please refer to the section "Collection Certification" for more information on certifying.



To begin, click the PIC for the employee to be updated or verified. A screen will appear with the employee's previously submitted data. After updating or verifying the employee record, click "Submit REP Data for this Employee" at the bottom of the submission screen.
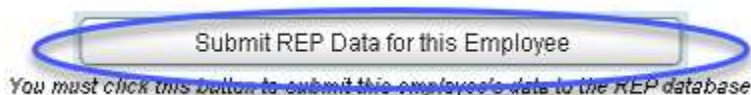


REP will error-check the data and either:

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.

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

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 data can be certified and the collection closes. Warnings may or may not warrant further action. Samples of warning messages are provided below 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 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 let district users search for individual employee records. Several record search features are available to help users 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.

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 also allows the user to sort records by validation status. For instance, selecting the second radio button from the screenshot shown above will display only records that have been updated for the submission.

# Personnel Submitted Report/Complete Submission

The Personnel Submitted Report lists employees who have been reported successfully, with errors, and 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 status 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 members have been submitted, the submission is ready for certification.

There are 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:

1) Records updated and error-free this submission cycle.    Total ___
2) Records updated with errors for this submission cycle.    Total ___
3) Records not updated for this submission cycle.    Total ___

*Be sure that Numbers 2 and 3 are both 0 by the submission cycle due date.*

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 REP. CEPI will remove records in the following scenarios:

1) Record was submitted in the wrong district's collection.
2) Record was submitted with a future hire date outside of the current collection.
3) Record was mistakenly submitted in the district's file (e.g., third party contractor including too many records).

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

1) Send an email 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. Also include the reason for removal of each record.
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 at your district, have been terminated in a previous collection 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 Social Security number is not correct, contact CEPI Customer Support at cepi@michigan.gov. For security reasons, do not email Social Security Numbers to CEPI. Please only provide the PIC number and your contact information.

# Bulk Submission/Upload REP Data

In addition to the Online Single Submission option, users can submit multiple records in a bulk upload file. Bulk upload files must conform to the current REP Record Layout. Files must be plain text format, ending with the ".txt" file extension.



Working from a local personnel system, a file can be generated with the correct data field specifications. Multiple files can be uploaded during each submission cycle; however, only the most recent upload for each employee record will be retained in the system.

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, click the "Bulk Upload File Submission" link on the Main Menu of the REP Application. Enter a complete email address. Use the Browse button to locate the file to upload. Click the "Upload REP File" button. After submitting the file, the system will send a confirmation message to the email address provided.

## Bulk Submission Status

The uploaded file will go through four 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. A confirmation email is sent to 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.

# Collection Certification

## Certify: Finalize the Submission

After all records are updated and show the green check mark (indicating that they are error-free), the user must certify the REP submission before the close of the collection for it to be processed by CEPI. Certification alerts CEPI that the submitted data are error-free and correct. 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. 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, the collection can be certified. Click "Certify" to finalize the data submission.

If the data submission is certified and additional records must be updated before the collection close date, a user must decertify. Please refer to the next section for more information.

# Decertify: Editing a Submission Before the Collection Close

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 as needed before the close of a collection. To decertify:

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, recertify the collection by navigating back to the "Data Certification" page and clicking "Certify." As before, data cannot be certified until all records are error-free. If any records edited were submitted with errors, recertifying will not be available.

Users can verify that data were 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 email cepi@michigan.gov. 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 REP users. The REP Report User Guide is available on the REP web page under Manuals.