

# Center for Educational Performance and Information (CEPI)

*Michigan Education Information System  
(MEIS)*

## Registry of Educational Personnel (REP)

### New to the REP?

Questions?  
e-mail: [CEPI@michigan.gov](mailto:CEPI@michigan.gov)  
Contact: (517) 335-0505, option 3



## New to the REP?

**It is suggested that you print this document and use it as a guide as you browse the Internet.**

- What is the REP?
- Where do I start?
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### What is the REP?

The Registry of Educational Personnel (REP) is one of six data sets managed by the Center for Educational Performance and Information (CEPI). CEPI is a department within the Office of the State Budget and is responsible for the collection and reporting of data about Michigan's kindergarten-through-twelfth-grade (K-12) public schools and students. CEPI manages these educational data in an electronic data warehouse called the Michigan Education Information System (MEIS). The REP is one database component of the MEIS. State and federal laws require Michigan's K-12 public schools to collect and report data about students, personnel and individual schools. On behalf of state agencies that must provide reports to the state legislature and/or the federal government, CEPI coordinates the data collections with intermediate school districts (ISDs), local education agencies (LEAs) and public school academies (PSAs).

The REP is designed to collect basic employment elements relating to school personnel, such as certification and degrees held, school and grade/subject assignment, length of service, and salary. REP data are due to CEPI the first business day in December and June 30 of each year. Data submitted by school districts via the REP are used to produce reports for the U.S. Department of Education and for the state of Michigan regarding school personnel. Additionally, REP data are provided to the Michigan Department of Education (MDE) for MDE's teacher certification audit.

### MEIS Overview

For an overview of the MEIS, go to the CEPI home page. Click on "MEIS Data Services" on the left-side navigation bar. This page contains links to many informational documents relative to the MEIS. In addition to information about the MEIS, there are individual Web pages for each data set that CEPI manages.

For example, click on "MEIS at a Glance" for a graphic overview. For instructions on obtaining an MEIS account, click on "New to the MEIS?" in the yellow box under MEIS Help and Training

Resources. For newcomers, another valuable document you may want to print out will be "Acronyms and Abbreviations" in the yellow box under MEIS Help and Training Resources.

## **Where do I start?**

### **Step One: Check out the REP Web page**

A good place to begin learning about the REP is on the REP Web page. The most up-to-date information regarding a REP submission is posted to the REP Web page on the CEPI Web site. The CEPI home page can be found at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "MEIS Data Services" and then on "Registry of Educational Personnel." The REP Web page is divided into sections of pertinent information regarding the REP submission as well as "Quick Links" to other sites with valuable information that you may need. The key is to read the information provided so that you may obtain basic knowledge of what the REP submission encompasses. Be sure to print copies of the current Data Field Descriptions and Record Layout. For accurate data submission, reading these documents is essential.

### **Step Two: Open an MEIS account.**

The REP application is available to authorized users of both the MEIS and the REP Application. To become an authorized user of the REP Application, you must first obtain an MEIS account. If you do not have an MEIS account, you may obtain one at the MEIS Web site at [www.michigan.gov/meis](http://www.michigan.gov/meis). You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

### **Step Three: Submit a REP Security Agreement**

After you have established your MEIS account, the next step is to download the REP Security Agreement from either the MEIS Web site or from the MEIS Data Services page on the CEPI Web site. At [www.michigan.gov/cepi](http://www.michigan.gov/cepi), click on "MEIS Data Services," then on "Registry of Educational Personnel." The Security Agreement is located in the "pink" box, (under **Upload REP Data to CEPI**). Complete the security agreement, obtain the proper signatures and fax it to the number on the bottom of the form. After you have been given access to the REP Application, you will receive an e-mail message stating that you are now an authorized user of the REP Application.

### **Step Four: REP Data Field Descriptions**

As mentioned above, be sure to print and read the current REP Data Field Descriptions, Record Layout, and any addenda that have been posted on the REP Web page located in the "yellow" box (under **REP Data Manual**).

## **How are data submitted to CEPI?**

Data are submitted via the REP Application either through a bulk upload file or through the Single Submission Online Application. Files submitted through the bulk upload must conform to specifications as outlined in the REP Data Field Descriptions and REP Record Layout. These documents may be found on the [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on MEIS Data Services and then on Registry of Educational Personnel.

## **Where do I find help?**

### **User Support Materials**

User support materials are available on the REP Web page located in the "white" box (under **REP Help**). Users will find a User's Guide for the REP Application, Frequently Asked Questions (FAQs), Highly Qualified Teachers FAQs, how to join the REP Listserv and many other helpful documents.

### **REP Listserv -- Contacting other districts concerning the REP**

The **REP Listserv** functions as a communication link for district personnel to discuss questions concerning the REP submission. The listserv also functions as a tool for CEPI to communicate updates and other important information to the districts. To become a member of the REP Listserv, go to the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi) and click on the MEIS Data Services link. Under MEIS Listservs, click on the Registry of Educational Personnel (REP) Listserv link and follow the directions, or you may send an e-mail to [listserv@listserv.michigan.gov](mailto:listserv@listserv.michigan.gov) with no subject line and the following text in the body of the message (exclude all other text such as signatures, etc.): subscribe cepi-rep.

To unsubscribe from the listserv, send an e-mail message to [listserv@listserv.michigan.gov](mailto:listserv@listserv.michigan.gov), with the following in the body of the message (no other text): signoff CEPI-REP.

### **CEPI Customer Support**

For application concerns, please e-mail CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov). E-mail provides written documentation of your questions/concerns and allows the quickest and most efficient method for providing a response. If e-mail is not an option, you may contact CEPI customer support at (517) 335-0505, and select option 3. In either case, please include: your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific question(s).

### **MEIS Account and Password Resets**

All questions concerning your MEIS account number and/or password should be directed to the Department of Information Technology (DIT) Education Help Desk at (517) 335-0505, and select option 1. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific question(s).