

## Registry of Educational Personnel Screen

The *Registry of Educational Personnel Screen* is used to enter and maintain data required to be submitted to the *Center for Educational Performance and Information (CEPI)*, as the *Registry of Educational Personnel* report.

For more information regarding the *REP* reporting requirements, go to [http://www.michigan.gov/cepi/0,1607,7-113-986\\_10478---,00.html](http://www.michigan.gov/cepi/0,1607,7-113-986_10478---,00.html) and review the instructions and documents found there. The section labeled *REP Data Manual* contains documents describing current reporting standards and formats. Other important documents and instructions are found in the other areas of this site.

When you select **Modules > Personnel > Registry of Educational Personnel**, the following screen appears.

The screen consists of five tabbed pages. The first four contain selected areas of the Registry of Educational Personnel data required by CEPI; the *Highly Qualified Criteria* page includes a tool for tracking the assignments that employees are highly qualified to work in.

The screenshot displays the 'Registry of Educational Personnel Screen' with the 'Demographic' tab selected. The interface includes a navigation bar at the top with tabs for Demographic, Assignment Data, Credential Data, Professional Development, and Highly Qualified Criteria. The main form area contains the following fields and options:

- SSN: --
- P.I.C.: 12345
- Name (L,F,M): [Empty field]
- Building: E [Empty field]
- Include in REP submission?
- Gender: M = Male (dropdown)
- Birthdate: 03/28/1970
- Racial/Ethnic Code: Enter codes button. The REP requires Ethnic Codes based on new specifications. The old Ethnic Code is: 2 = White - not Hispanic (dropdown).
- 1 - White (dropdown)
- REP Hire and Termination Data:
  - Hire Date: 08/24/1993
  - Termination/Separation Date: //
  - Employment Status: Returning employee, new (non-instru) (dropdown)
- Fields from the Primary Employee Data Screen are shown below:
  - Hire Date: 08/24/1993
  - Termination Date: //
  - Rehire Date: //
- Highest Educational Level: 04=Masters Degree (dropdown)

At the bottom of the window, the status bar shows 'Personnel (BHPersonnel)', 'Record 344/1220', 'Record Unlocked', and 'NUM'.

*Registry of Educational Personnel – Demographic Tab*

### Data Field Descriptions

**SSN, Name (L, F, M) and Building** *System-maintained Field* - These fields are shown as entered in the *Personnel Module* on the *Primary Employee Screen*. The employee *Name* and *Building* fields may only be changed on that screen. If you type a number in the *SSN* field, the system will display the data for the employee with that Social Security Number, or the closest match. If you type in the

*Name* field - through the middle initial - the system will display the data for the employee with that name or the closest match. If you type a name that matches more than one employee in the system, the system will display a screen of employee names with the message *Please select desired employee name and click OK*. You may then select the employee whose record you wish to see.

The remainder of the Data Field Descriptions is divided into sections for each of the tabs labeled across the top of the screen. When you click on a tab, the system displays a screen of data related to the heading.

## Demographic Tab

This Demographic screen, as displayed on the previous page, displays employee demographic data, as described below.

- P.I.C.** This field contains the employee's *Personal Identification Code (PIC)*, as defined by CEPI. To update this field in mass for all employees in your system, refer to the *Operations* section below, the *Operation > Import PIC data from CEPI XML file*.
- Include in REP submission?** If the employee is to be included in the next REP report to be submitted to the CEPI using the file created from the HR System, check this field. When an employee has this field checked, their record will appear on the *Reports > Registry of Educational Personnel* and other related reports, as well as included in the export file created by the *Operations > Create Registry of Educational Personnel file*. When an employee is terminated, you must submit them on the next REP report. Then, after you have successfully submitted the record, remove the check in this field, to prevent them from being included in subsequent reports. You may use the *Reports > REP records with Employment Status other than 99* to help you keep this field up to date.
- Gender** *System-maintained Field* - This field displays the value from the *Primary Employee Screen*.
- Birthday** This field displays the value found on the *Primary Employee Screen*. You may update this value on either screen.
- Racial/Ethnic Code** The six boxes below this field indicate up to six "ethnic origins" and associated "orders of ethnic dominance" to describe the employee. Click the *Enter Codes* button and select the appropriate ethnic origin(s) and order(s) of dominance for the employee, using the screen as shown below.

The screenshot shows a dialog box titled "Employee Ethnicity". It has two columns: "Ethnic Origin" and "Order of Ethnic Dominance". Under "Ethnic Origin", there are six checkboxes: "American Indian or Alaska Native", "Asian American", "Black or African American", "Native Hawaiian or Pacific Islander", "White" (which is checked), and "Hispanic or Latino". Under "Order of Ethnic Dominance", there are six radio buttons labeled "1" through "6". Radio button "1" is selected. The "More" and "Less" labels are positioned above the radio buttons. At the bottom of the dialog are "OK" and "Cancel" buttons.

- The old Ethnic Code is:** *System-maintained Field* - This field displays the *Ethnic Code* which was previously entered in the *Primary Employee Screen*.

**Hire Date** This field contains the hire date for this employee, to be reported on the REP report and export file. If circumstances require, you may enter a date here that is different from the date found on the *Primary Employee Screen*. Entries made here will not change the date found on the *Primary Employee Screen*; however, if you change the date on the *Primary Employee Screen*, the system will revise this date to match it

**Termination/  
Separation Date** This field contains the termination date for this employee, to be reported on the REP report and export file. If circumstances require, you may enter a date here that is different from the date found on the *Primary Employee Screen*. Entries made here will not change the date found on the *Primary Employee Screen*; however, if you change the date on the *Primary Employee Screen*, the system will revise this date to match it.

**Employment  
Status** Click the drop-down box and select the appropriate employment status information. The system attempts to keep the *Hire Date*, *Termination Date* and *Employment Status* fields consistent. Therefore, if an employee does not have an entry in the *Termination Date*, the system will not allow you to enter an *Employment Status* such as retired, laid off, etc.

**Highest  
Educational  
Level** Click on the drop-down box and select the appropriate value for the employee.

The following fields are in the section of the screen labeled *Fields from the Primary Employee Data Screen* are shown below.

**Hire Date** *System-maintained Field* - This field shows the *Hire Date* as entered on the *Primary Employee Screen*.

**Termination  
Date** *System-maintained Field* - This field shows the *Termination Date* as entered on the *Primary Employee Screen*.

**Rehire Date** *System-maintained Field* - This field shows the *Rehire Date* as entered on the *Primary Employee Screen*.

**MPSERS Term  
Code** *System-maintained Field* - This field shows the *MPSERS Term Code* as entered on the *Primary Employee Screen*. This is an obsolete field and will be removed in the future.

## Assignment Data Tab

This screen displays the assignments the employee currently holds, as to be reported to the CEPI. The CEPI allows up to 9 assignments for an employee, each of which is defined by the *School* (building), *Position* code, *Grade Setting*, *F.T.E.*, and *Accounting Code*, as well as other related data fields.

Registry of Educational Personnel Screen

Demographic    Assignment Data    Credential Data    Professional Development    Highly Qualified Criteria

SSN --    Name (L,F,M)    E Building    Annual Salary 66215

P.I.C. 12345

Fields used to Calculate Hourly Wage

Payroll Primary Contract 66215.00    REP Contract Days 0.0    Contract Hours per day 0.00    Show Account Info.

Funded Position Status 9 = Filled position, regular    Title I & II, Part A Teachers 000    Educator Effective

School Assignment by Grade, FTE and Wage

Grade Setting 111LSAECSEA

School	Position	F.T.E.	Wage	Calc. Wge?	Accting. Code	Class H.	MAJ- Min	Ad. Reset	CE
06546	000EX	1	0.00	0.00	1 Career and Technic	1	1	0	1
		2	0.00	0.00	<select a valid code>				2
		3	0.00	0.00	<select a valid code>				3
		4	0.00	0.00	<select a valid code>				4
		5	0.00	0.00	<select a valid code>				5
		6	0.00	0.00	<select a valid code>				6
		7	0.00	0.00	<select a valid code>				7
		8	0.00	0.00	<select a valid code>				8
		9	0.00	0.00	<select a valid code>				9

Registry of Educational Personnel – Assignment Data Tab

### Annual Salary

This field displays the Full-Time Base Annual Salary to be reported to CEPI. If you run the Salary/Contract Preparation screen (see Personnel module – Payroll Contracts/Salaries/Rates Preparation Screen) – “Update REP Annual and/or Hourly Rates from Rates on this screen” operation, it uses the lowest level salary amount for the Pay Scale (Salary Schedule Definition screen) for the given employee.

### Fields used to Calculate Hourly Wage

This section of the screen includes three fields that the system can use to calculate an hourly wage for the employee’s assignments. The system will use the formula: Payroll Primary Contract ÷ (REP Contract Days x Contract Hours per day).

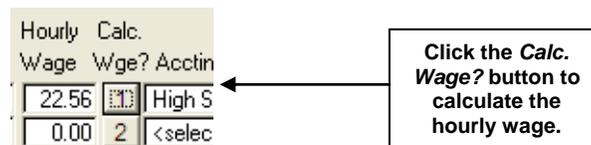
### Payroll Primary Contract

*System-maintained Field*-This field displays the amount from the *Primary Contract/Salary Screen*.

**REP Contract Days** Enter the contracted days the employee works, for the purpose of calculating the REP *Hourly Wage* as explained above.

**Contract Hours per day** Enter the hours per day the employee is contracted for, the purpose of calculating the REP *Hourly Wage*.

To calculate an *Hourly Wage* on an assignment line, click the *Calc. Wage?* button.



**Show Account Info (button)** You may click on this button, to display the accounts present on the employee's *Primary Contract/Salary Screen*, indicating the gross pay distribution by account of the wages earned from their primary contract or assignment. This may be helpful in maintaining the *Accting .Code* field on this screen.

The following fields appear on 9 lines, each of which may be used to indicate an assignment the employee currently holds.

**Funded Position Status** Enter the appropriate code for this employee, by clicking the drop-down box and selecting from the choices displayed.

**Title I & II, Part A Teachers** Enter the appropriate code for this employee, by clicking the drop-down box and selecting from the choices displayed.

**Educator Effective** Select a code from the dropdown menu. This field should be updated per CEPI instructions, for all employees with assignment codes beginning with "73" (e.g. Principal). For further instructions, refer to the REP Addendum EOY 2011 document found on the CEPI website.

**School** This indicates the school or building, per CEPI specifications, where the assignment is performed. The choices should include all buildings in your district. Click the drop-down list and select the appropriate building.

**Position** Click the drop-down list and select the appropriate code for the position entered on this line. Note: if you do not see the correct code in the drop-down list, use the *Operation > Create New Assignments to Administration* or *Create New Bilingual Teacher Assignments* to add the needed codes to the choices contained in the drop-down list. For further instructions, refer to the section below where these operations are explained.

**Grade Setting**

To enter or change the *Grade Setting* for the assignment on this line, click the button to the left of the 22 character grade setting code. A screen similar to the one shown below will appear. You may select *either* one or more of the *Grade levels* on the left side or one of the *Educational setting* choices on the right side. Click *OK* and the setting will be entered on the *Assignment Data* screen, for this assignment.

*Grade assign 1 – Grade Setting Option box*

**FTE**

Enter the *Full Time Equivalency (F.T.E)* of this assignment, for this employee.

**Hourly Wage**

CEPI rules call for either an Annual Salary or an Hourly Wage to be entered for all employees. If you do not do have the system automatically figure the hourly wage as discussed earlier, enter the hourly wage here.

**Calc. Wage?**

This button is used as described in the *Fields used to Calculate Hourly Wage* description above.

**Accounting Code**

Enter the appropriate code for this assignment, based on the CEPI specifications.

**Class Tgth.**

Enter the number of core academic classes taught (1-9) for the core academic assignment code submitted, per current CEPI specifications found in the *Data Field Descriptions* document.

**H.Q?**

The *Highly Qualified* field indicates whether the staff member is highly qualified for the position code on the current assignment line. Enter a 1 (Yes) if the staff member is highly qualified for the position code chosen; enter a 2 (No) if the staff member is not highly qualified for the position code. If the assignment code does not require a highly qualified status, enter a 0.

**MAJOR?**

Enter a 1 (Yes) if the staff member has an academic major - or equivalency – for the position code chosen. Enter a 2 if the answer is No and a 0 if neither yes or no is required to be reported.

**Minor?**

Enter a 1 (Yes) if the staff member has an academic minor - or equivalency – for the position code chosen. Enter a 2 if the answer is No and a 0 if neither yes or no is

required to be reported.

**Ad. CE** The *Administrator Continuing Education* field should be filled in for each assignment to a position that is an administrative code. Enter a 1 (Yes) if the administrator has met the continuing education requirement; enter a 2 (No) if not. Enter a 0 (zero) if not applicable to this position assignment.

**Reset  
blnk?** Click this button to reset all fields in this line to blank.

## Credential Data Tab

The Credential Data screen displays data about the employee's credential, if appropriate.

The screenshot shows a web application window titled "Registry of Educational Personnel Screen". The window has a menu bar with options like "Updates", "Queries", "Records", "Reports", "Tools", "Set Up", "Operations", "Administrative", "Help", "Edit", and "Exit". Below the menu bar are navigation buttons: "Previous", "Next", "Browse", "Find", "New", "Save", "Print", "Refresh", and "Close". The main content area is divided into tabs: "Demographic", "Assignment Data", "Credential Data" (which is active), "Professional Development", and "Highly Qualified Criteria".

Under the "Credential Data" tab, there are several input fields:

- SSN: --
- P.I.C.: 12345
- Name (L,F,M): [Empty]
- Building: E

Below these are "Credential Information" fields:

- Credential Type: Secondary Professional (dropdown menu)
- License Number: CC-XWT680050564
- Michigan Spon. Inst.: Western Michigan University (dropdown menu)
- Issue Date: 07/17/2008
- Non-Mich. Spon. Inst.: Ohio (dropdown menu)
- Expiration Date: 06/30/2013

At the bottom of the window, there is a status bar with "Personnel (30/Personnel)", "Record: 344/1200", "Record: Unlocked", and "NUM 1".

*Registry of Educational Personnel – Credential Data Tab*

**Credential Data Tab** shown above is used to maintain the following fields:

- |                              |  |
|------------------------------|--|
| <b>Credential Type</b>       | Click the arrow and select the <i>Credential Type</i> for the employee.  |
| <b>Michigan Spon. Inst.</b>  | This field – or <i>Non-Mich. Spon. Inst.</i> but not both - must be submitted for new teachers, per CEPI rules. Click the arrow and select the <i>Michigan Sponsoring Institution</i> that applies.    |
| <b>Non-Mich. Spon. Inst.</b> | This field – or <i>Michigan Spon. Inst.</i> but not both - must be submitted for new teachers, per CEPI rules. Click the arrow and select the <i>Non-Michigan Sponsoring Institution</i> that applies. |
| <b>License Number</b>        | If appropriate, enter the credential license number issued by the State of Michigan.   |
| <b>Issue Date</b>            | If appropriate, enter the date the credential was issued.  |
| <b>Expiration Date</b>       | If appropriate, enter the date of expiration of the credential.  |

## Professional Development Tab

The Professional Development screen displays the days of professional development the employee has received, for the current reporting period, based on the categories defined by the CEPI.

Registry of Educational Personnel Screen

Demographic | Assignment Data | Credential Data | **Professional Development** | Highly Qualified Criteria

SSN -- Name (L,F,M) E Building

The categories below have been revised to the  
**2 categories of New Teacher Professional Development to report beginning June 2012.**

Professional Development		
Code	Category	Days of PD
CM	Classroom Management	0.00
ID	Instructional Delivery (Strategies)	0.00

Peerlist (BHPeerlist) Record 344/1220 Record Unlocked NUM

*Registry of Educational Personnel –Professional Development Tab*

**Professional Development Tab** shown above is used to maintain the following information:

**Days of PD** This field must have a value entered for each title listed. Enter the number of days of professional development for the employee. If none, enter zero.

Professional Development may be tracked in the absence module as well, and transferred into the Registry of Educational Personnel system. See the following notes for assistance in setting up the absence module for professional development:

FAQ – Employee Absence Module Setup

FAQ – REP – Transferring Professional Development Days from Absence Records to REP

The FAQs can be found on the MiCase website at [www.mi-case.org](http://www.mi-case.org).

## Highly Qualified Criteria Tab

Registry of Educational Personnel Personnel ...

Demographic Assignment Data Credential Data Professional Development Highly Qualified Criteria

SSN 012-34-5678 Name (L,F,M) BROWN ANGEL L Building 1150

Highly Qualified Criteria

<----- Grade Setting ----->  
111LSAECSEA

Position	Chg.	Grade Setting	Criteria	Date	Remarks
Assignment	Gr.	RK123456789012EEECTAOD	Criteria	Criteria met	
000BA	Gr	0000000000011100000000	3Y18H	06/03/1979	

\* Assign. Grade Setting Criteria Date met

000BA 0000000000011100000000 3Y18H 06/03/1979

Add Record

Edit Record

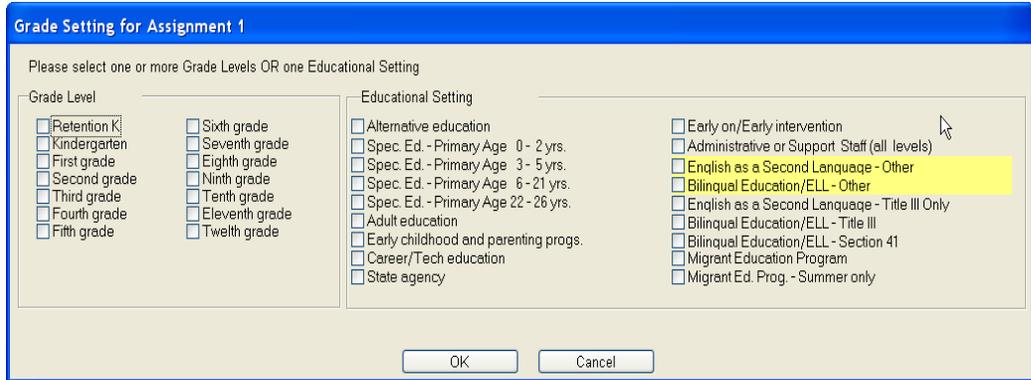
Mark Record

The main purpose of this tab is to allow you to enter record(s) of *Position Assignments* for which the employee is highly qualified. You **must** click the *Add Record* button to add a new record; click the *Edit Record* button to update a record; or click the *Mark Record* button to delete the line of information.

**Highly Qualified Criteria Tab** shown above is used to maintain the following information:

**Position Assignment** Enter the code that the employee is highly qualified to be assigned to.

**Chg. Gr.** Click the button and select all grade levels that the employee is highly qualified to be assigned to. The *Grade Setting* field will populate with the necessary data for the REP report. The screen appears as such:



**Criteria** In the *Criteria* field, click the arrow and select the code that corresponds to the rule from the *Michigan Department of Education* guideline that causes the employee to be highly qualified.

**Date Criteria Met** Enter the date the criteria was met.

**Remarks** Enter any remarks you wish to keep for this employee.

## Reports

**Registry of Educational Personnel** Prints a copy of all data that will be submitted to the Center for Performance & Information (CEPI) when you perform the operation to *Create Registry of Educational Personnel* file.

**REP Professional Development Days** Prints a list of employee's professional development days with category.

**REP Credential Expiration Dates** Prints a list of employees with credential Information which includes the type, license number, when issued, expiration date and the institution that issued the credential – as in or out of Michigan.

**REP Records with Employment Status other than 99** Prints a list of employees whose employment status is other than 99 - *Returning employee, new (non-instructional) employee, new experienced teacher, sub or contractor.*

**REP Records by Hire Date with Employment Status** Prints a list of employee's employment status information sorted by hire date.

## Operations

**Create Registry of Educational** This operation will produce a file that can be uploaded to the CEPI website. This file will be named REPROFILE.TXT and will be created on the root of the

**Personnel file** drive selected. The CEPI requires that the file submitted have the extension .TXT; therefore, it is important not to rename the file.

**Create New Assignments to Administration** This operation allows you to create new assignments of administration if needed. Enter the information to create the new code and then click the Enter New button – see screenshot below.

*Create a new Administrative Assignment code screen*

**Create New Bilingual Teacher or Paraprofessional/Aide Assignments** This operation allows you to create new assignments for Bilingual Teacher of Paraprofessional/Aide Assignments. Enter the information to create the new code and then click the Enter New button – see screenshot below.

**Create Credential Data Exchange Export file** This operation runs a procedure that creates a file containing export data for the Credential Data Exchange upload. You will need to enter the drive letter where the file is to be created. You can rename the file (default is EXREPCDX.TXT) being created, but remember the file must be in text format... i.e. have a txt extension.

**Import Credential Exchange Data** This operation replaces current credential information with information provided by the Credential Data Exchange system. Enter the drive letter for

**from CEPI file**            the file being imported and then enter the name of the file being imported.

**Update REP Hire and Term. Dates from Primary Personnel fields**    This procedure updates the *REP* hire date, termination date and termination code based on the hire date, termination date and rehire date found on the *Primary Employee Data screen*. When you select to do this operation you will see the following message:

First, all REP Hire Dates are set equal to the Hire Date found on the Primary Employee Data screen. Then, all REP Termination Dates are set equal to the Termination Date found on the Primary Employee Data screen. Next, all blank REP Termination Codes are set equal to "99" (the default code: continuing in education). Finally, for all employees with a Rehire Date on the Primary Employee Data screen, the following is done:

Once you are sure you wish to proceed, click the Yes button to confirm. Otherwise, click No to cancel the operation.

**Update REP Professional Development Days from Absence Records**            This operation does the following: First, **all Professional Development Days will be set to zero for all employees**. Then, absence records in the range of dates entered will be examined. If the Leave Code is "PD", the Leave Used will be added to the REP Professional Development Days, based on the Reason code of the absence record. Enter the beginning and ending date of the records to be processed. Click *OK* to proceed.

**Import REP data from CEPI XML file**            This operation enables you to import REP data into the MiCase REP Screen, from data contained in the XML file downloaded from the CEPI web site.

**Import PIC data from CEPI XML file**            This operation enables you to update the REP PIC field in the MiCase REP Screen, from data contained in the XML file downloaded from the CEPI web site.

**Initialize new Classes Taught field for June 2006 submission**    This operation was used, as the name implies, to initialize the contents of new fields added for the June 2006 submission. It is no longer necessary to use the feature.