

Center for Educational Performance and Information (CEPI)

Nonpublic School Personnel Report

Application User's Guide

Fall 2015

Questions?

Email: CEPI@michigan.gov

Phone: 517-335-0505 x3



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Introduction

This User's Guide is intended for all authorized users of the Nonpublic School Personnel Report (NPSPR) Application. Along with this document, please read the NPSPR Data Field Descriptions and any addenda posted to the NPSPR Web page at www.michigan.gov/cepi. Click on the "Nonpublic Schools" link located under the left navigation bar. The User's Guide is divided into sections to correlate with the online application and includes general information about each field for which data are to be submitted. Instructions for using the data entry system and for creating reports of the data submitted are also in this User's Guide.

General Information

What information is entered into the Nonpublic School Personnel Report?

The NPSPR is designed to collect basic employment elements relating to all nonpublic school personnel. Personnel data must be submitted once each year in the fall. Data are entered and edited online.

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

When is the Nonpublic School Personnel Report due?

The deadline for data submission is December 1, 2015. The application is open from September 1 through December 1, 2015.

Need help?

Michigan Education Information System (MEIS) Account or Password

If you have problems remembering your MEIS login ID or password for the NPSPR, please visit <https://cepi.state.mi.us/MEIS/login.aspx>. If you are still unable to log in, please contact CEPI customer support at CEPI@michigan.gov or (517) 335-0505 x3.

Nonpublic School Personnel Report Content Information and Resource Materials

For detailed information about the NPSPR, please visit the CEPI website at www.michigan.gov/cepi. Click on the "Nonpublic Schools" link located under the left navigation bar. This link will provide information about the submission of the NPSPR, such as the Data Field Descriptions, current submission information, resource materials, access to the application and the Security Agreement form.

Center for Educational Performance and Information

About CEPI
CEPI Applications
Calendar
Get Data
e-Transcript
Nonpublic Schools
Institutions of Higher Education
MI School Data
Michigan Longitudinal Data System
Help and Support
MI School Data

What is CEPI? Submit data to CEPI Find and use CEPI data

Welcome!

Click here to access the Nonpublic School Personnel Web page.

Learn more about CEPI.

Tom Howell, Director

Log in to CEPI Applications:

EEM Educational Entity Master
FID Financial Information Database
GAD Graduation and Dropout Application
MSDS Michigan Student Data System
NPSPR Nonpublic School Personnel Report
SID School Infrastructure Database
STARR Student Transcript and Academic Record Repository
REP Registry of Educational Personnel

For questions regarding report content, please email CEPI@michigan.gov or call the CEPI customer support team at 517-335-0505 x3. Please provide your name, school code and school name, the CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.

Nonpublic School Personnel Report Data Field Descriptions

The NPSPR Data Field Descriptions document contains information regarding the required data elements for each submission cycle. Use this document, along with the NPSPR User's Guide, to assist you with your data submission.

Go to NPSPR

Manuals ▼

- [Fall 2015 NPSPR Data Field Descriptions](#)
- [Fall 2015 NPSPR User Guide](#)
- [MSDS Nonpublic User Guide](#)
- [EEM User Guide](#)

Help and Training ▼

Technical Material ▼

Be sure to print the Fall 2015 Data Field Descriptions and any addenda that may be posted in the Nonpublic School Personnel Report Data Manual section.

Application Startup and Security

Authorized User – Your MEIS Account

The NPSPR Application is available to individuals who first obtain an MEIS account (MEIS account number, user name and password) and then receive authorization via a security agreement application for the NPSPR Application. If you do not have an MEIS account, go to the MEIS website at <https://cepi.state.mi.us/MEIS/login.aspx/> (screen below). You may use the same MEIS account number for all MEIS applications, but you must submit a separate security agreement for each application you wish to access.

If you have an MEIS account, but you do not remember your MEIS login ID or password, please go to <https://cepi.state.mi.us/MEIS/login.aspx/> to reset your password. If you require further assistance, please contact CEPI customer support at 517-335-0505 x3, or via email at CEPI@michigan.gov.

Create Your MEIS Account

MEIS User Management is a security system for use with all MEIS applications. An MEIS user will need only one account, which will allow access to multiple MEIS applications.

- MEIS accounts are unique to each individual user.
- MEIS accounts **must never** be shared.
- MEIS accounts remain open forever.

If you do not already have a MEIS account, go to the MEIS website at: <https://cepi.state.mi.us/MEIS/login.aspx/> and click "Create a New MEIS Account."

The following screen will appear:

Michigan Department of Education

Michigan.gov

MDE Home | MEIS Home

Welcome to the Michigan Education Information System (MEIS)

The MEIS User Management is a security system, implemented and used by various Michigan Department of Education (MDE) and Center for Educational Performance and Information (CEPI) applications.

A MEIS user will need only one account which will allow access to multiple CEPI applications.

- An account is unique to each individual user.
- An account **MUST** never be shared.
- An account remains open forever.

To obtain a new MEIS account, click [Create a New MEIS Account](#).

If you have a MEIS account and would like to adjust your account information, please login below.

Login Name: [I forgot my Login Name](#)

Password: [I forgot my Password](#)

Have questions/concerns about MEIS security or MEIS User Management?
Please contact the MEIS Help Desk via:
Phone: (517) 335-0505
Press 2 for MDE Programs
Press 3 for CEPI Programs

Follow the directions on this page to obtain your MEIS account or to update your account information.

Note: After you establish your MEIS account, do not share your login user name and password with anyone. This is your personal account.

Updating your MEIS Account – Email or Phone Number

If you already have an MEIS account and need to update either an email address or a phone number, please do the following:

Go to: <https://cepi.state.mi.us/MEIS/login.aspx/>

- a. Log in as an MEIS User.
- b. Click on "View/Update User Profile."
- c. Click "Edit," make changes, and then click on "Update."
- d. Click on "Return to the MEIS Main Menu."
- e. Log out of MEIS.

Security Agreement

After you have established your MEIS account, download the NPSPR Security Agreement from the NPSPR Web page on the CEPI website at www.michigan.gov/cepi. Click on "Nonpublic Schools" located under the left navigation bar. The Security Agreement link is located under the heading titled, **Nonpublic School Report (NPSPR)**. Application security forms are also posted on the CEPI Help and Support Web page at <http://www.michigan.gov/cepi/0,4546,7-113-64126---,00.html#login>.

Follow the directions on the security form. Once you have completed the NPSPR Security Agreement and it has been processed by the CEPI customer support team, you will receive an email notification that you have access to the application. Once you have security access to the application, you are ready to begin.

The screenshot shows the CEPI website interface. The header includes the CEPI logo and navigation links. The main content area is titled "For Nonpublic School Users" and contains reporting requirements. A callout box with a black border and white background contains the text: "Click here on the website to obtain a copy of the Nonpublic School Personnel Report Application Security Agreement." An arrow points from this callout box to the "NPSPR Security Form" link in the "Nonpublic School Personnel Report (NPSPR)" section. Below the callout box are buttons for "Go to MSDS" and "Go to EEM".

Center for Educational Performance and Information

CEPI > NONPUBLIC SCHOOLS

For Nonpublic School Users

Reporting Requirements:

Nonpublic schools are required by law to submit certain information to the Center for Educational Performance and Information (CEPI). Nonpublic schools should designate at least one authorized user (we recommend at least two) for each of the data reporting applications shown below. Each user must submit the required security form before access can be granted.

- **Nonpublic School Personnel Report (NPSPR):** Each year in the fall, nonpublic schools must submit information on all employed and contracted personnel.
- **Michigan Student Data System (MSDS):** Nonpublic schools submit data in the Early Roster Collection in MSDS, and use the MSDS to generate the Direct Certification Report.
- **Educational Entity Master (EEM):** This is an **optional** application for nonpublic schools. The EEM contains information regarding public and nonpublic educational entities.

See the [CEPI Calendar Page](#) for our master calendar of deadlines and collection dates.

Nonpublic School Personnel Report (NPSPR)	Michigan Student Data System (MSDS)	Educational Entity Master (EEM)
Data submitted by nonpublic schools in the NPSPR are used to meet the requirements of school safety legislation. Michigan law requires that criminal history checks be conducted by the Michigan State Police and the FBI for all regular and contracted employees hired or assigned by public and nonpublic schools. Data elements collected each year include name, social security number, date of birth and gender.	Nonpublic schools participating in the National School Lunch Program are required to submit this information.	The EEM contains information about Michigan's public and nonpublic school facilities, including official identification codes and contact information. Other

*Please note that the [Nonpublic School Membership Report](#) is a separate report, and is not managed by CEPI. For information about this report, go to the [MDE Nonpublic Schools Web page](#).

- [NPSPR Security Form](#)
- Deadline: NPSPR data are due to CEPI on the first business day in December.

[Go to NPSPR](#)

- [2015-2016 Direct Certification Timeline](#)
- [EEM Security Form](#)
- Deadline: The EEM is open year-round.

[Go to MSDS](#) [Go to EEM](#)

Nonpublic School Personnel Report Application

Accessing the Nonpublic School Personnel Report Application

Click "Go to NPSPR" under the heading Nonpublic School Personnel Report (NPSPR) to access the application.

Nonpublic School Personnel Report (NPSPR)

Data submitted by nonpublic schools in the NPSPR are used to meet the requirements of school safety legislation. Michigan law requires that criminal history checks be conducted by the Michigan State Police and the FBI for all regular and contracted employees hired or assigned by public and nonpublic schools. Data elements collected each year include name, social security number, date of birth and gender.

**Please note that the [Nonpublic School Membership Report](#) is a separate report, and is not managed by CEPI. For information about this report, go to the [MDE Nonpublic School Web page](#).*

- [NPSPR Security Form](#)
- Deadline: NPSPR data are due to CEPI on the first business day in December.



Michigan Student Data System (MSDS)

Nonpublic schools participating in the National School Lunch Program are required to submit their entire student enrollment, including new enrollees and existing students, in the MSDS Early Roster Collection. These data are used for updating the direct certification reports of children who are automatically certified for free school meals. The report will be refreshed throughout the school year. For additional information, please visit CEPI's [Direct Certification Report](#) page.

- [MSDS Security Form \(Nonpublic School Users\)](#)
- [2015-2016 Direct Certification Timeline](#)



Educational Entity Master (EEM)

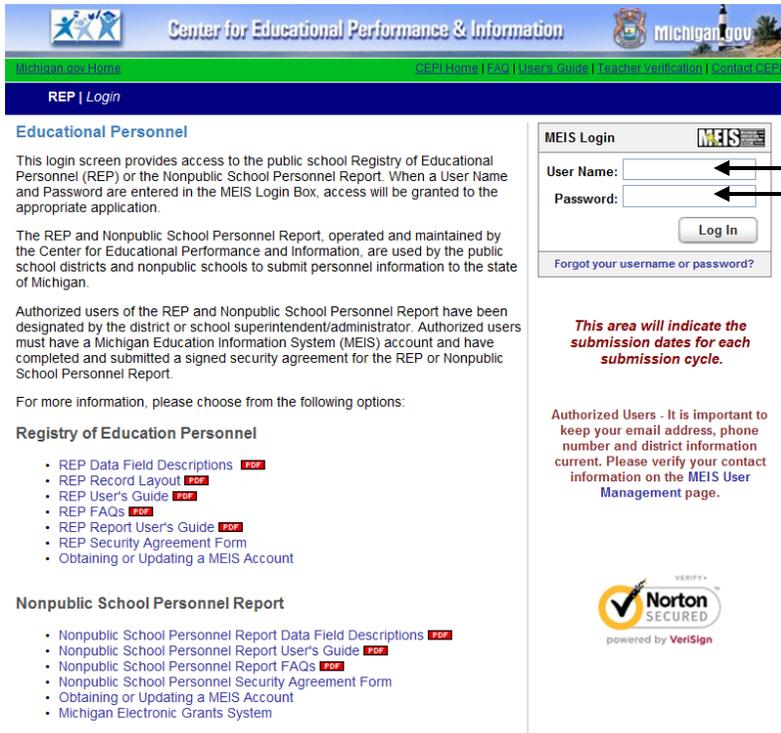
The EEM contains information about Michigan's public and nonpublic school facilities, including official identification codes and contact information. Other state applications as well as the public use the information in EEM.

EEM records for nonpublic schools are updated by the nonpublic schools office at the Michigan Department of Education. Nonpublic schools have the **option** of designating one or more authorized users to review/update their own EEM information to ensure that their school records are accurate and up-to-date.

- [EEM Security Form](#)
- Deadline: The EEM is open year-round.



When you click on "Nonpublic School Personnel Report Application," the following screen will be displayed. The next step is to enter your MEIS login User Name and Password:



The screenshot shows the login page for the Michigan Education Information System (MEIS). At the top, there is a header for the Center for Educational Performance & Information, Michigan.gov. Below the header, there is a navigation bar with links for Home, CEP Home, REP, Users, Tools, Training, Support, and Contact Us. The main content area is titled "Educational Personnel" and contains a login form. The form has fields for "User Name:" and "Password:" with "Log In" and "Forgot your username or password?" buttons. To the left of the form, there is a list of links for "Registry of Education Personnel" and "Nonpublic School Personnel Report".

Type your MEIS User Name and Password.

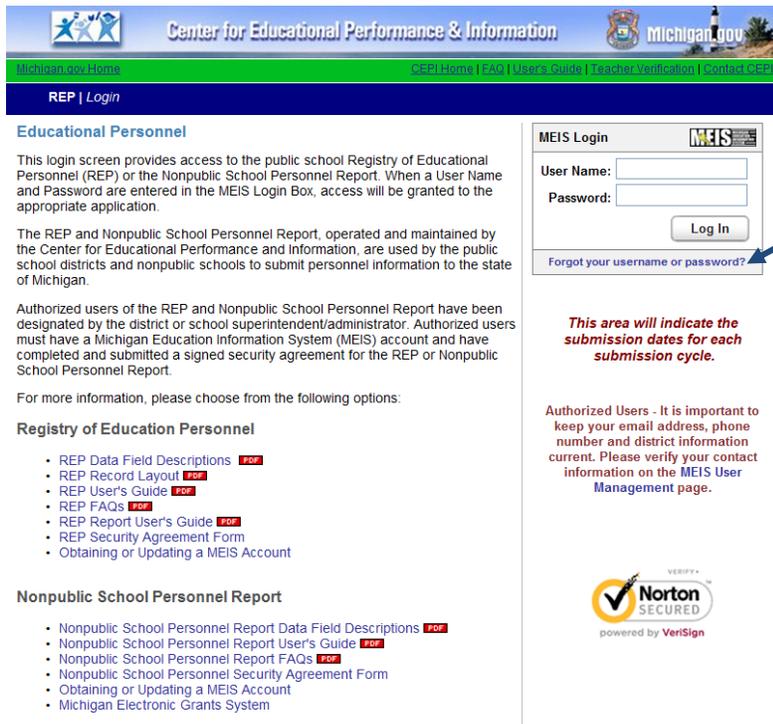
System Logs Out User

The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, the login page appears and you must log in again. Any pending or partial information you have entered will be lost and must be re-entered when you log in again. The complete record must be entered with valid data in all fields and you must click on "Submit Nonpublic School Personnel Report Data for this Employee" for the data to be saved.

When you log out of the application, the following screen will appear:



Online Customer Support Materials



Need help with your password? Click here.

Nonpublic School Personnel Report Application Menu Options

Once you log in, the following welcome screen will appear. To access an option, click on it.

The screenshot shows the top navigation bar with links for Michigan.gov Home, CEPI Home, Main Menu, FAQ, User's Guide, Teacher Verification, Contact CEPI, and Logout. Below this is a dark blue header with 'REP | Main Menu'. The main content area is white and contains a dropdown menu for school selection, currently showing 'Lansing Catholic Central High School (02626)'. Below the dropdown are three sections: 'Data Submission' with a text input for SSN and a 'GO' button; 'Personnel Search' with a link to 'Personnel Search'; and 'Reports' with links for 'Complete Summary by School', 'Download NPR Data File', and 'Employee Listing by School'. Three callout boxes with blue borders and arrows point to the school dropdown, the 'Personnel Search' link, and the 'Reports' section.

Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Main Menu

Welcome to the Nonpublic School Personnel Report

Lansing Catholic Central High School (02626)

Data Submission
To enter a new employee record, please enter the Social Security Number of the employee. Click the **GO** button and the data entry form will appear.
SSN (xxxxxyzzzz):

To update an employee record that has been previously submitted by your school/facility, please access the Personnel Submitted.

- Personnel Submitted

Personnel Search
To search for a PIC or to request a new PIC, select the following function:

- Personnel Search

Reports
To view a report or download personnel data, select from the following:

- Complete Summary by School
- Download NPR Data File
- Employee Listing by School

School name will display as illustrated.

Click on the application function desired.

Data Submission

Updating Previously Submitted Records

During the Fall 2015 NPSPR Data Submission cycle, all previously submitted personnel records must be updated. There are two methods for updating records reported during the fall 2015 submission cycle.

- 1) Updating an individual record.
- 2) Updating multiple records at one time.

Updating an Individual Record

Click on the Personnel Identification Code (PIC) button of the personnel record under the PIC column (illustrated below). The employee's complete personnel record will then appear. Update any necessary data for the employee's record and click "Submit NPSPR for this Employee."

REP | Personnel Submitted

Icon Legend

- ✓ Personnel record updated for the submission cycle.
- ✗ Personnel record not updated for the submission cycle.

NOTE: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete. Your submission is not considered complete if any records show a red 'x' (✗).

Lansing Catholic Central High School

Records updated for this submission cycle: 2
 Records not updated for this submission cycle: 58

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, your school/facility must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the [instructions](#).

Update Selected Personnel

print

	Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth
<input type="checkbox"/>	✗	777777				
<input type="checkbox"/>	✗	888888				
<input type="checkbox"/>	✗	999999				

Click on a PIC number to access an individual record for updating.

Updating multiple records at one time

If you have returning employees whose records do not require any changes from the previous year, you may check the boxes in the column next to those employees' PICs. After selecting all of the appropriate records, click the "Update Selected Personnel" button that appears on the top of the employee list as illustrated below.

REP | Personnel Submitted

Icon Legend

- ✓ Personnel record updated for the submission cycle.
- ✗ Personnel record not updated for the submission cycle.

Lansing Catholic Central High School

Records updated for this submission cycle: 2
 Records not updated for this submission cycle: 58

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, your school/facility must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the [instructions](#).

Update Selected Personnel

print

	Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth
<input checked="" type="checkbox"/>	✗	777777				
<input checked="" type="checkbox"/>	✗	888888				
<input checked="" type="checkbox"/>	✗	999999				
<input checked="" type="checkbox"/>	✗	555555				
<input checked="" type="checkbox"/>	✗	666666				

Step 1: Click the box for each record that you want to automatically update.

Step 2: After all desired records are checked, click on the box "Update Selected Personnel" that appears on the top of the employee list.

After clicking on "Update Selected Personnel," the red "Xs" (✗) will change to green checkmarks (✓), indicating that the records were updated for the current submission cycle.

Single Submission Form/Submitting New Personnel Records

To submit a single record, enter the employee's Social Security Number (SSN) in the appropriate box on the Main Menu of the Nonpublic School Personnel Report Application. Each section is described separately. The fields are presented by section as they appear in the online application. Be sure to refer to the NPSPR Data Field Descriptions for complete information regarding the required data elements.

After clicking on "Go," the following submission screen will appear:

Michigan.gov Home CEPI Home | Main Menu | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Personnel Submission Form

(1) Date of Count: XX/XX/20XX
 (2) School/Facility: Lansing Catholic Central High School (02626)

Employee Data

(11) PIC: **New Personnel**

(4) First Name:

(5) Middle Name:

(3) Last Name:

(7) Date of Birth: / /

(8) Gender:

(6) Social Security Number: (xxxxxyzzzz)

(9) Racial/Ethnic Category

American Indian or Alaska Native: 0

Asian American: 0

Black or African American: 0

Native Hawaiian or Other Pacific Islander: 0

White: 0

Hispanic or Latino: 0

(10) Date of Termination: / /

You must click this button to submit this employee's data to the NPSPR database

Click here to submit the data.

The following sections provide specific detail about each field of data required.

Employee Data

Fields 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11.

The numbers in each box indicate the number of the field in the Nonpublic School Personnel Report Data Field Descriptions. Please refer to the Nonpublic School Personnel Report Data Field Descriptions for complete information about the field requirements.

Michigan.gov Home CEPI Home | Main Menu | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Personnel Submission Form

(1) Date of Count: XX/XX/20XX
 (2) School/Facility: Lansing Catholic Central High School (02626)

Employee Data

(11) PIC: **New Personnel**

(4) First Name:

(5) Middle Name:

(3) Last Name:

(7) Date of Birth: / /

(8) Gender:

(6) Social Security Number: (xxxxxyzzzz)

(9) Racial/Ethnic Category

American Indian or Alaska Native: 0

Asian American: 0

Black or African American: 0

Native Hawaiian or Other Pacific Islander: 0

White: 0

Hispanic or Latino: 0

(10) Date of Termination: / /

You must click this button to submit this employee's data to the NPSPR database

Field 1: Date of Count; Field 2: School/Facility and Field 6: Social Security Number will be automatically populated when this screen appears.

Note: Field 1: Date of Count and Field 2: School/Facility are prepopulated in the online application with the appropriate date of count and the authorized user's school/facility number. Field 6: Social Security Number (SSN) will be populated with the SSN that you entered in the SSN box on the Main Menu page under the heading "Data Submission."

Field 1: Date of Count

The date of count is the due date for submission of the Nonpublic School Personnel Report data. For Fall 2015, the date of count is 12/1/2015 and is prepopulated in the application.

Field 2: School/Facility Number

This code is the five-digit state-assigned school/facility number and identifies the school/facility where the staff member is employed. This field is prepopulated in the application.

Field 3: Last Name

This is the staff member's last name. When submitting data in this application, punctuation marks are not permitted. In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for any employee.

Programming edits: If this field is left blank, a fatal error will be reported.

Field 4: First Name

This field is required for all staff members. This is the employee's first name. When submitting data in this application, punctuation marks are not permitted. In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Programming edits: If this field is left blank, a fatal error will be reported.

Field 5: Middle Name

This field is submitted for all staff members, when applicable. This is the employee's middle name (when applicable). When submitting data in this application, punctuation marks are not permitted. A period is permitted for a middle initial (e.g., L.) In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Programming edits: Blanks accepted.

Field 6: Social Security Number

This field is required for all staff members. This field provides the official identification of each employee. The Social Security number must be reported without hyphens or spaces; (e.g., 333-22-4444 is entered as 333224444).

Programming edits: This field must be reported, or a fatal error will be reported.

Field 7: Date of Birth

This field must be reported for all employees. This is the employee's date of birth.

Programming edits: If the date of birth is blank, out of range, or not a valid date, a fatal error will be reported. The date of birth cannot be greater than 90 years prior to July 1 of the submission year and cannot be earlier than 14 years prior to July 1 of the submission year, or a fatal error will be reported.

Field 8: Gender Code

This field applies to all employees. This is the gender of the staff member employed in the school. Report an "F" for female or an "M" for male.

Programming edits: If the code is invalid or blank, a fatal error will be reported.

Field 9: Racial/Ethnic Code (Optional Field)

This field is optional for all employees. This is the race/ethnicity of the staff member employed by the school. 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. Refer to Field 9: Racial/Ethnic Code, in the Data Field Descriptions for more information about the race/ethnicity selections.

When this field is reported, the following programming edits will be enforced:

Programming edits: If the code is invalid, a fatal error will be reported. At least one of the six categories must be submitted with a "1" or a fatal error will be reported. Repetition of a "1" in all positions will result in a fatal error.

Field 10: Date of Termination/Separation of Employment

This field applies to all employees. This is the date of termination of the staff member. Any staff members who have left the school since the past school year should be reported with a date of termination in this field. When a termination date has been entered for a staff member, the record will be removed from the Personnel Submitted Report within the NPSPR prior to the next data submission.

Programming edits: If the date submitted is not a valid date, a fatal error will be reported. The termination date must be on or prior to the submission date. This field must be left blank for all actively employed staff members.

Personnel Identification Code (PIC)

Field 11: Personnel Identification Code (PIC)

The application produces the PIC. For new record submissions, the PIC will be assigned when the record is saved. The PIC appears at the top of the online submission screen for each record after the record has been saved.

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Personnel Submission Form

(1) Date of Count: XX/XX/20XX
 (2) School/Facility: Lansing Catholic Central High School (02626)

Employee Data

(11) PIC: New Personnel ← The PIC is assigned when a new record is submitted.

(4) First Name:
 (5) Middle Name:
 (3) Last Name:
 (7) Date of Birth: / /
 (8) Gender:
 (6) Social Security Number: (xxxxxyzzzz)
 (10) Date of Termination: / /

(9) Racial/Ethnic Category

American Indian or Alaska Native:	<input type="text" value="0"/>
Asian American:	<input type="text" value="0"/>
Black or African American:	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander:	<input type="text" value="0"/>
White:	<input type="text" value="0"/>
Hispanic or Latino:	<input type="text" value="0"/>

You must click this button to submit this employee's data to the NPSPR database

Saving a Record/Updating a Record

After all data are entered for a record, click on "Submit NPSPR Data for this Employee." The data will then be error-checked and either:

- 1) Saved as a valid record; *OR*
- 2) Reported with an error message(s).

You must click this button to submit this employee's data to the NPSPR database

Saved as Valid Record

If the data entered produces a valid record, the following screen will appear:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu | User's Guide | Teacher Verification | Contact Help Desk | Logout

Nonpublic School Personnel Report | Personnel Submission Form

Errors

- No errors were found

PIC 402007 (JOHN WAYNE) has been submitted successfully! Thank you for your data submission. You may submit a new employee by returning to the Main Menu, or you may review your school/facility's submission by accessing Personnel Submitted.

When the record is saved as a valid record, you may either click on [Personnel Submitted](#) to view a listing of all of your school's previously submitted employees, or click on [Main Menu](#) to return to the main menu to submit a new record or to access other options.

Invalid Record

If the data entered produces an invalid record, an Error Message Report will appear. The following illustrates a sample Error Message Report:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu | User's Guide | Teacher Verification | Contact Help Desk | Logout

Nonpublic School Personnel Report | Personnel Submission Form

Errors

- [Field 6] Social Security Number, a required field, is missing.

Return to the Personnel Detail form to correct the errors

To make the necessary edits on the record, click on [Return to the Personnel Detail form to correct the errors](#). You will then be directed to the submission screen to make the corrections. Once all errors have been edited, click on "Submit NPSPR Data for this Employee" again. If the record is error-free, it is then saved as a valid record. If more error messages are received, repeat the process until all errors are corrected. Only error-free records can be saved.

Update/Verify a Record

During each submission cycle, every record must be verified as accurate. Records may be updated/verified at any time during a submission cycle. Go to the Main Menu. Click on "Personnel Submitted."

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Main Menu

Welcome to the Nonpublic School Personnel Report

Lansing Catholic Central High School (02626)

Data Submission
To enter a new employee record, please enter the Social Security Number of the employee. Click the GO button and the data entry form will appear.
SSN (xxxxxyzzzz): GO

To update an employee record that has been previously submitted by your school facility, please access the Personnel Submitted.

- Personnel Submitted Click on Personnel Submitted.

Personnel Search
To search for a PIC or to request a new PIC, select the following function:

- Personnel Search

Reports
To view a report or download personnel data, select from the following options:

- Complete Summary by School
- Download NPR Data File
- Employee Listing by School

Data submitted via the Nonpublic School Personnel Report are used to comply with the School Safety Legislation, effective January 1, 2006.

To review a record that has been submitted for the school's personnel, click on the PIC for the employee you wish to review. The Nonpublic School Personnel Report Application screen will appear with the employee's previously submitted data. See the illustrations that follow:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Personnel Submitted

Munising SDA Elementary School

Records updated for this submission cycle:
Records not updated for this submission cycle:

The following report lists the personnel that your school/facility has submitted for this submission cycle. During each submission cycle of the report, you must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the [instructions](#).

Update Selected Personnel print

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth
<input type="checkbox"/> ✓	99999	Your			
<input type="checkbox"/> ✗	898888	Smit			

<< Previous Page 1 of 1 Next >>
Show 50 records per page

Submit NPSPR Data for this Employee

You must click this button to submit this employee's data to the NPSPR database

After the employee record is updated or verified, click on **"Submit NPSPR Data for this Employee"** at the bottom of the submission screen. If the update contains errors, the Error Message Report illustrated previously will appear. All errors must be corrected before the record can be updated.

Help Window -- Information regarding Personnel Update Instructions

Nonpublic School Personnel Report Submitted

Lansing Catholic Central High School

Records updated for this submission cycle:
Records not updated for this submission cycle:

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, your school/facility must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the instructions.

CEPI - REP Help & Support - Microsoft Inte...

There are two methods for updating staff member's records. The first method updates one record at a time. To update a record, click on the PIC number button under the PIC column to the left of the staff member's name. The staff member's complete personnel record will appear. Update any necessary data for the staff member's record and click on 'Submit NPSPR for this Employee' to submit the record.

The second method updates multiple records. To update multiple records at one time, click in the checkbox to the left of the staff member's name. After selecting the appropriate records, click the 'Update Selected Personnel' button that appears at the top of the employees' list to submit the records.

After completing one of these methods, the record will then be updated for the current collection cycle and the Submission Status column will show a green check mark (✓) next to each record that has been successfully updated.

[Click here to close this window](#)

Information regarding verification of a record

Click here to open the instructions window.

Click here to close the window.

Personnel Submitted Report/Complete Submission

The Personnel Submitted Report lists all employees reported successfully for your school for each submission cycle. This report can be found on the application Main Menu.

Center for Educational Performance & Information Michigan.gov

[Michigan.gov Home](#) [CEPI Home](#) [Nonpublic Home](#) [User's Guide](#) [Teacher Verification](#) [Contact Help Desk](#) [Logout](#)

Nonpublic School Personnel Report Submitted

Brookview School

Records updated for this submission cycle:
Records not updated for this submission cycle:

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, your school/facility must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the instructions.

	Sub. Status	PIC	Last Name	First Name	Date of Birth	Gender
<input type="checkbox"/>	✓	16109	WAYNE	JOHN	01/15/1955	M
<input type="checkbox"/>	✗	16111	WAYNE	JOHN	04/15/1980	M

Page 1 of 1
Show 100 records per page

Nonpublic School Personnel Report Main Menu

[Michigan.gov Home](#) [CEPI Home](#) [Nonpublic Home](#) [User's Guide](#) [Teacher Verification](#) [Contact Help Desk](#) [Logout](#)
[State Web Sites](#) [Accessibility Policy](#) [Privacy Policy](#) [Link Policy](#) [Security Policy](#)
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The total number of records submitted will appear at the top of the report.

Click here to print a copy of the Personnel Submitted Report.

Deleting a Record

Records may only be deleted from the NPSPR database by CEPI personnel. **Only those records for individuals who have never worked for your school or duplicate records submitted in error may be deleted from your file.** Employees who have retired or terminated employment with the school will not be deleted.

To request to have a record deleted from your file, you must do the following:

1. Send an email message to CEPI@michigan.gov.
2. Subject line: REMOVE EMPLOYEE.
3. Message: School name and school number, followed by the employee's PIC number. Include a school contact name and phone number.
4. The employee(s) will be removed from your school by CEPI.
5. **Note: If you are requesting removal of a duplicate record, the original record submitted by your school will be retained in your Nonpublic School Personnel Report file.**

Remember, you may only request record deletions for employees listed in your Personnel Report who have never worked for your school or for duplicate records submitted in error.

If you request to delete a record in error, you will be required to resubmit that record.

REP PIC Search Feature

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

The PIC Search feature is located on the Main Menu. Click on "Personnel Search" to access the feature.

The screenshot shows the 'REP | Main Menu' interface. At the top, there are navigation links: Michigan.gov Home, CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout. Below the navigation bar, the page title is 'Welcome to the Nonpublic School Personnel Report'. A dropdown menu shows 'Lansing Catholic Central High School (02626)'. Under the 'Data Submission' section, there is a text input field for 'SSN (000yyzzzz):' and a 'GO' button. Below that, there is a section for 'Personnel Search' with a link to 'Personnel Search' and a blue arrow pointing to it from a callout box. The 'Reports' section lists options: 'Complete Summary by School', 'Download NPR Data File', and 'Employee Listing by School'.

Click to access the PIC search feature.

The following screen will appear:

The screenshot shows the 'Search for a PIC' form on the Michigan.gov website. The form is titled 'Search for a PIC' and includes the following fields: Social Security Number (with a placeholder 'xxxxyzzzz'), Credential License Number, Last Name, First Name, PIC, Date of Birth (with a placeholder 'mm/dd/yyyy'), and Gender (with a dropdown menu set to 'Either'). At the bottom of the form, there is a 'Clear Form' link and a 'Search' button. The page header includes the Michigan.gov logo and the text 'Center for Educational Performance & Information'.

For further information about using the PIC Search feature, please refer to REP PIC Search User's Guide at: http://www.michigan.gov/documents/cepi/PIC_Search_Users_Guide_360498_7.pdf

Reports Available to Schools

In addition to the Personnel Submitted Report, there are two reports available to the schools:

- 1) Download NPSPR Data File
- 2) Employee Listing by School

Reports

To view a report or download personnel data, select from the following options:

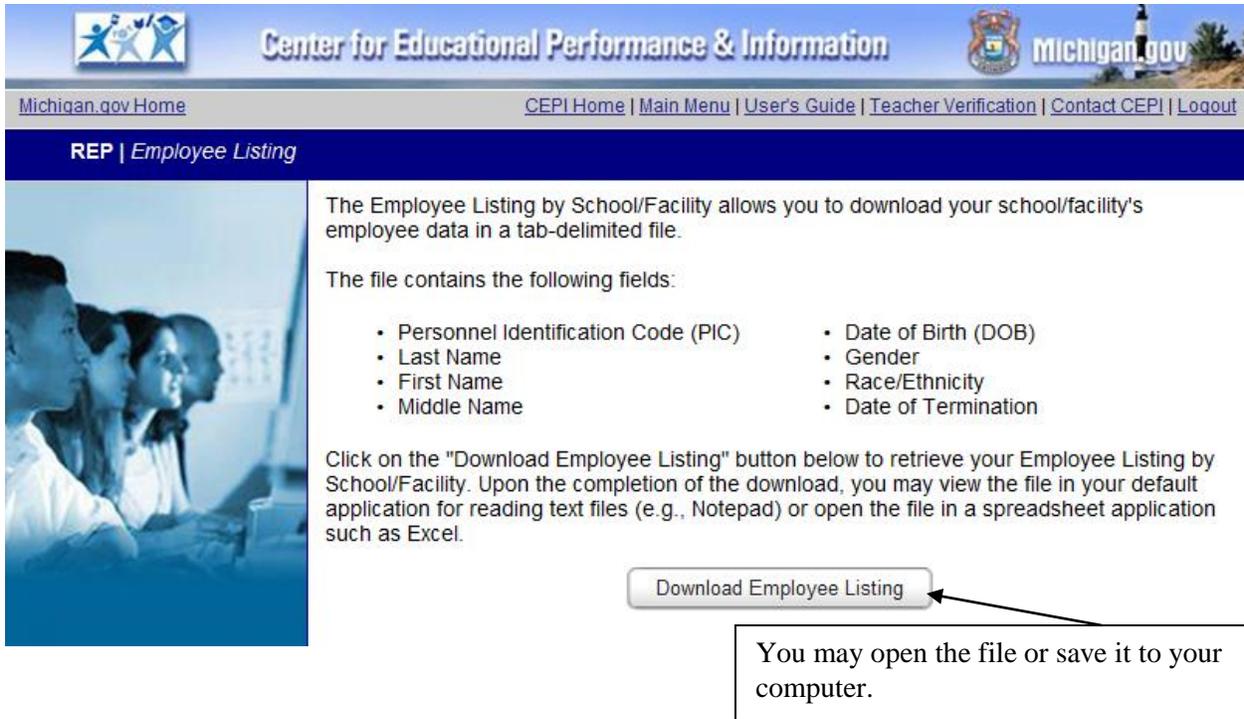
- [Download NPSPR Data File](#)
- [Employee Listing by School/Facility](#)

Reports – Click on the report you wish to access.

Employee Listing by School

This report lists employees for whom records were successfully submitted by the school. This list file is tab-delimited and the format of the report is as follows: Personnel Identification Code (PIC), Last Name, First Name, Middle Name, Social Security Number (SSN), Date of Birth (DOB), Gender, Racial/Ethnic Code and Date of Termination.

The following information screen will appear when you click on "Employee Listing by School":



The Employee Listing by School/Facility allows you to download your school/facility's employee data in a tab-delimited file.

The file contains the following fields:

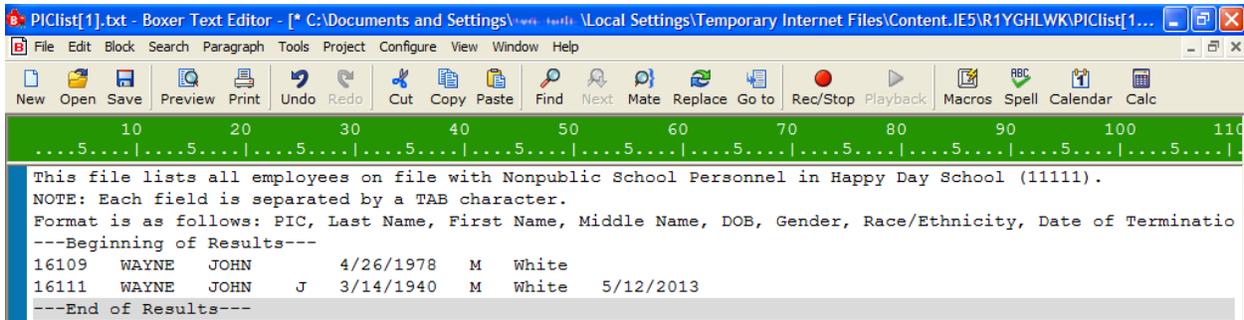
- Personnel Identification Code (PIC)
- Last Name
- First Name
- Middle Name
- Date of Birth (DOB)
- Gender
- Race/Ethnicity
- Date of Termination

Click on the "Download Employee Listing" button below to retrieve your Employee Listing by School/Facility. Upon the completion of the download, you may view the file in your default application for reading text files (e.g., Notepad) or open the file in a spreadsheet application such as Excel.

Download Employee Listing

You may open the file or save it to your computer.

The data file will appear as follows:



```

This file lists all employees on file with Nonpublic School Personnel in Happy Day School (11111).
NOTE: Each field is separated by a TAB character.
Format is as follows: PIC, Last Name, First Name, Middle Name, DOB, Gender, Race/Ethnicity, Date of Termination
---Beginning of Results---
16109 WAYNE JOHN 4/26/1978 M White
16111 WAYNE JOHN J 3/14/1940 M White 5/12/2013
---End of Results---
    
```

The file may be formatted in an Excel spreadsheet for your records.

	A	B	C	D	E	F	G	H
1	PIC	Last Name	First Name	Middle Name	DOB	Gender	Race/Ethnicity	Date of Termination
2	16109	WAYNE	JOHN		4/26/1978	M	White	
3	16111	WAYNE	JOHN	J	3/14/1940	M	White	5/12/2013
4	---End of Results---							

Download Nonpublic School Personnel Report Data File

This selection will provide a downloadable extensible markup language (XML) file of the data submitted for the current submission cycle.

Reports

To view a report or download personnel data, select from the following options:

- [Download NPSPR Data File](#)
- [Employee Listing by School/Facility](#)

Click here.

CEPI has received requests from schools to provide a method to download the Nonpublic School Personnel data that your school has successfully submitted to CEPI. As a result of this request, CEPI has provided an option to download a data file. The downloadable data file will be in XML format (.xml file extension). XML is a structured computer language that is used to store data in a text-formatted file. This file may be opened in any text-editor program (e.g., Notepad, Microsoft Word) or Web browser (e.g., Microsoft Internet Explorer, Firefox). It may also be imported to a Microsoft Access database or opened in a Microsoft Excel spreadsheet.

The primary purpose of obtaining this file is to allow your school to have a permanent record of the data that it has successfully submitted to CEPI at any given time. CEPI recommends keeping a record/report of all submitted data.

The XML data file layout

The layout below will be used primarily by developers and IT staff members to gain an understanding of how the data are stored in the XML file. A brief description of the data contained in each field is given to the right of the field. The layout is as follows:

```
<NonpublicData>
  <PersonnelRecord>
    <PIC>
    <DateOfCount />           - Date (mm/dd/yyyy)
    <Isd />                   - Text (NN)
    <School/>                 - Text (NNNNN)
    <LastName />              - Text
    <FirstName />             - Text
    <MiddleName />           - Text
    <DateOfBirth />          - Date (mm/dd/yyyy)
    <GenderCode />           - Text (A)
    <RacialEthnic>
      <RacialEthnicCode1 />   - Boolean (0 or 1)
      <RacialEthnicCode2 />   - Boolean (0 or 1)
      <RacialEthnicCode3 />   - Boolean (0 or 1)
      <RacialEthnicCode4 />   - Boolean (0 or 1)
      <RacialEthnicCode5 />   - Boolean (0 or 1)
      <RacialEthnicCode6 />   - Boolean (0 or 1)
    </RacialEthnic>
    <DateOfTermination>      - Date (mm/dd/yyyy)
  </PersonnelRecord>
</PersonnelRecord>
```

Using Microsoft Access to view the XML data file

This XML file may be imported into a Microsoft Access XP database, if desired. Please note that this will only work with Microsoft Access version XP or higher. These instructions will not work with Access

2000 or lower. To import your Nonpublic School Personnel Report XML data file to an Access XP database, simply follow these steps:

1. Start Microsoft Access XP and create a new blank database.
2. Name the database whatever you wish.
3. Under the File menu, select "Get External Data," and then select "Import..."
4. In the Import dialog box that appears, find the drop-down list at the bottom labeled "Files of type." Scroll down through that list and select the "XML Documents" option.
5. Locate the saved XML file on your computer, select that file, and click the "Import" button.
6. The Import XML dialog box will appear.
7. Click "OK."

You should get a message box that says "Finished importing document..." Click "OK" and your Access XP database will be set up and contain your school's data.

Information on the table structure: The EmploymentData table contains the bulk of the information on the employee, such as the name, birthdate, etc. The RacialEthnic table contains the racial/ethnic codes and values (refer to the NPSRP Data Field Descriptions for an explanation of the codes). Complete personnel information can be found by using this relationship.

Using Microsoft Excel to view the XML data file

The XML data file may also be opened with Microsoft Excel XP as well. Please note that this will only work with Microsoft Excel version XP or higher. These instructions will not work with Excel 2000 or lower. To open your XML data file in Excel XP, simply follow these steps:

1. Start Microsoft Excel XP.
2. Under the File menu, select the "Open..." option.
3. In the Open dialog box that appears, find the drop-down list at the bottom labeled "Files of type:" Scroll down through that list and select the "XML Files" option.
4. Locate the saved XML file on your computer, select that file, and click the "Open" button.

The format will vary depending on the contents of your XML data file, but the fields will be labeled appropriately.

Need Additional Help?

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