


TEACHER CREDENTIAL VERIFICATION

Welcome to the Registry of Educational Personnel

Your District: 

Data Review

To review your submitted personnel data, select from the following functions:

- [Bulk Submission Status](#)
- [Personnel Submitted](#)

Reports

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

- [Summary by District](#)
- [Complete Summary by District](#)
- [Download REP Data File](#)
- [Employee Listing by District](#)

To view the REP Submission Reports, select from the following options:

- [EOY 2007 Submission Reports](#)
- [Fall 2007 Submission Reports](#)

Credential Data Exchange

To obtain teacher credential numbers, select from the following functions:

- [Upload Credential Request File](#)
- [Credential Request Status](#)

REP | CDX File Upload Form

Instructions

Files must be in **plain text** format. Microsoft Word-, Excel-, and Access-formatted files will not be processed correctly.

Files must end with the extension ".txt". Files that end in an extension other than ".txt" will be rejected

The data **must** be in the following format:

- Fields are tab delimited.
- Each line is followed by a CR/LF (Carriage Return/Line Feed).
- Fields are in the following order: {Last Name}{TAB}{First Name}{TAB}{Date of Birth}{TAB}{Social Security Number}
- The Date of Birth should be formatted "mm/dd/yyyy".
- The SSN should not contain any characters other than numbers (xxxxxyzzzz).
- The return format will be identical to the submitted format with the following appended to each line:
 - Credential License Number{TAB}
 - Date Credential Issued{TAB}
 - Date of Expiration of Credential {TAB}
 - Endorsement{TAB}
 - Institution Code{TAB}
 - Institution Name{CR/LF}

Credential Data Exchange

Enter the e-mail address that CEPI should use to notify you when the file is processed:

Note: If your e-mail system does not receive CDX e-mail messages, please log into the REP site and click on the "Credential Request Status" menu option under the Credential Data Exchange section to check the status of your file.

Enter the path and file name to upload:

Browse...

Important! You must include a complete file path when selecting your file. CEPI recommends that you use the "Browse" option to locate your file.

If you enter the file path manually, a correct, complete file path may look like the following example:

C:\My Documents\MyCdx.txt

Upload CDX File