

TEACHER GUIDE

REAP

**Regional Education
Applicant Program
www.reap.net**



**A Guide to
Successfully Completing
Your REAP
Internet Application**



**Cooperating School Districts
BUSINESS SERVICES**

REVISED DECEMBER 2008

Teacher

TABLE OF CONTENTS

NOTE: The REAP Applicant Guide can be downloaded to your computer for viewing or can be printed at your site. For instructions to download choose Help Desk from the menu bar.

Introduction	1
Getting Connected	2
Making Your Moves	4
Main Menu.....	5
Registration, Name and Address Section	6
Job Preferences Section	7
Educational Certificates Section	8
Educational Background Section	9
Work History Section.....	10
Activities and Honors Section	12
Background Information Section	14
Professional Statements Section	15
Required State Test Scores Section	16
Teacher Style Profile	16
Demographic Survey Section	16
Essay Section	17
Cover Letter Section	17
Final Submission Section	18
After Final Submission	18
Administrative/Teacher Application Data Transfer.....	19
Transfer Application to another REAP State	20
Job Search	21
Geographical List of Member School Districts	21
FAQ's.....	22

What is R.E.A.P.? The Regional Education Applicant Program (R.E.A.P.) is an online placement service specifically designed to create a more efficient networking system for new education graduates and experienced professionals.

R.E.A.P. saves you time and expands your opportunities. Simply complete the *Online Application* at any time, day or night, at home or anywhere Internet access is available. Then, rather than spending hours and hours driving around town to individual districts and schools, just click the mouse! Instantly, your resume, career preferences and other pertinent information are at the fingertips of human resources directors throughout the region.

This guide helps you breeze through your Online Application. The step-by-step R.E.A.P. *Online Application* is designed to be easy to understand and complete. To help you along the way, we've created this guide. By reviewing it before you begin, you are certain to have all the necessary information at hand, speeding up the process and assuring that your application is as complete and accurate as possible. Referring to it as you complete each section of the application will help answer any questions you may have along the way.

It takes time to save time! Completing the application takes some time—up to two hours or more—but you don't have to finish the application in one sitting. You will have 90 days to complete your application so you may quit at any point during the process and return to your work at a later time. And remember—you don't have to repeat the process over and over with each new job opening. Just one application reaches hundreds of school districts! So take your time, and be sure to be thoughtful, complete, and accurate in your answers.

Ready to start?

*Then turn the page, and good luck with your career search.
R.E.A.P. helps to speedily and successfully match you with
the opportunity of your choice.*

INTRODUCTION

R.E.A.P. is the easiest, quickest and most efficient way for you, the job seeker in the field of education, to get your name in front of human resources personnel at school districts in the state you are applying.

GETTING CONNECTED

Before getting started, we recommend you first thumb through the pages of this guide. By doing so, you will see in advance the information you need to complete your online resumé and can have it all at-hand for a quicker and more accurate trip through the process.

Hardware and Software Requirements

To connect to the R.E.A.P. *Online Application*, you need a computer with a modem connected to a phone line. If you are currently in school, you probably already have access to the Internet through a school email system or a computer lab. If not, your college career officer can probably provide you access to the internet.

Otherwise, if you work out of your home, you need an Internet provider—this can be a simple local Internet provider or a major commercial supplier like America On Line®, AT&T WorldNet® or Microsoft Network®. In addition, you need a Web Browser. We recommend Netscape Navigator® or Internet Explorer®.

Got all that stuff? Great. If you're already familiar with the Internet, this is going to be easy. If not, don't sweat it. We'll walk you through it.

Finding Us on the Web

The first step is to access the Internet by going online through your school system or commercial provider. Then go to your web browser. In the space identified for typing in a web address, there is already an address <http://www.aol.com> or something like that. Delete any address already shown in the space and type your state abbreviation in front of reap and go directly to the home page. Example for Missouri type www.moreap.net Hit your enter key or click the mouse pointer on the box that says, "Go to the Web" or "Search". You should now have the REAP home page for your state. On the left hand side of the page under Applicants click on "Start a New Application".

Registering

You should now have the **Terms'** page on your screen. Before actually getting to the registration, you have to agree to play by the rules. The **Terms** page simply explains that your application will only be seen by the participating districts that you have an opportunity to choose later in the process. It also reminds you to be completely accurate and truthful in your answers, just as you would on any job application. If you take issue with those terms, choose ***Exit Application Center***. If you agree, click on ***I Agree*** to begin your online registration and application.

Choose the type of position for which you are applying (**teacher, administrator or support services**). When you have completed the page, click on the *Next* button to continue. **It may take several minutes for the system to check security and continue to the next step.**

Next, you are asked to **create a user name and password**. This is your key to get into the *Applicant's Center* now and anytime you want

to re-enter in the future, so be sure to write them down. Here is a handy place to do so.

User Name _____
Password _____

Your user name and password can be any combination of letters or numbers and must be 6-10 characters each. For added security, the name and password you choose will be case sensitive—that is, you have to duplicate precisely the upper and lower case letters originally entered. Be sure your choices aren't words or numbers someone could easily guess, like a phone number or your name. And be sure to keep them confidential, so no one else can access and change your information.

Finally, enter your email address. Be sure to enter your whole address, including “@aol.com” or any other suffixes that may follow your screen name. If you do not have an email address, leave this field blank. We would like to know how you learned about the REAP System. Please choose from the scroll down menu.

If you leave the *Application Center* at any time during the process, or wish to change your application information at any time in the future, just return to the *Home Page*, Click on “Update My Application” re-enter your user name and password. You will get a screen that shows you the status of your application. Click “Next” and finish entering your data.

Another important thing to do is always use the **SIGN-OUT** or **FINAL SUBMISSION** when you leave your application. Do not just close your web-browser or leave your application unattended.

GETTING CONNECTED

Continued

We have spent considerable time and money to protect the privacy of the information that you provide to us in your application. As you navigate the R.E.A.P. system, you will encounter “security information” boxes. The boxes are indicators of how information is being handled. Please respond to the security information boxes by clicking Continue or OK. This allows you to send information to us in a secure form.

MAKING YOUR MOVES



Screen Management

101

If at any time, the page you are on only fills a portion of your monitor screen, you can enlarge it by clicking your mouse pointer on a small square in the top right corner of the page.

Before you actually start entering information, you'll see a page of ***Operating Instructions***. These are all pretty straightforward, but if you forget how to do something and want to refresh your memory, we are here for you. Just click your mouse pointer at the top of any page where it says "*Instructions*." Or, you can print out the contents of the screen by clicking on the printer icon at the top of your screen.

After you read the *Operating Instructions* page, you're ready to start filling out the online application. Remember, if you have to quit before completing the entire application, just click on *Sign-Out* located on the left side of screen. When you want to resume your work, return to the *Home Page*, Click on "Update My Application" re-enter your user name and password. You will get a screen that shows you the status of your application. Click "Next" and finish entering your data.

For now, click on the underlined sentence at the bottom of the page that reads, "**Please proceed to the main menu.**" See you there!

Timesaving Tip

Instead of going through all those steps each time you want to view your application, save the *Application Center* site for easy access. Do this while you have that screen displayed on your monitor. In Netscape, click on the *Bookmark* word at the top of the screen and select *Add Bookmark* from the pop-up menu. In AOL, just click on the ♥ icon at the top of the screen and choose *Okay* to add the page to your Favorite Places. Then when you want to return to the *Registration* page, just choose the R.E.A.P. page from your bookmark list or favorite places.

* Before leaving the REAP homepage, be sure to click on *What's New*. This connects you to a page highlighting new features of or information about the REAP system.

The *Main Menu* page lists the resumé sections you need for completing your application (this list will include between 5 and 12 sections, depending on the state in which you are applying). As you finish each section, the *Status* column reads “Finished.” If you have worked on a section, but haven’t provided some necessary information, the status column remains blank, and you need to return to that section to complete any missing information.

It is easier and more efficient to work on the sections in the order presented, and if you’re new to the computer, we recommend you do so. In later sections, certain assumptions are made regarding your understanding of the screen environment and directions, and are not as detailed as they are in earlier sections.

But if you are comfortable and find one section boring you to tears, what the heck—jump into a new category. Just make a note to return to this section in order to earn that “Finished” grade. All categories need to be completed before submitting your resume.

WORD OF CAUTION: You have 90 days to complete your application or the information will be deleted.

Okay, let’s get to the real thing. To begin work, just click your mouse pointer on the underlined blue words in the section of your choice. We’re going to proceed numerically, so to follow along, choose **Section #1: Registration, Name and Address.**



MAIN MENU

Screen Management

102

Some pages contain more information than fits on your screen.

If the contents of a page seem to continue beyond the bottom of your screen, there is a scroll bar to the far right of the page, with down ▼ or up ▲ arrows at the bottom and top of the scroll bar. To move the page up or down, position your mouse pointer on the appropriate triangle and click away.

REGISTRATION, NAME AND ADDRESS



Information you need to complete this section:

- Full name
- Social security number
- Additional names and dates when name was used
- Current address, phone numbers, email address
- Internet address of online resume (if any)

Getting Through It

No pressure here. We're starting off with the easy questions, but they're also very important. The data you put in here is used by prospective employers to contact you. Please be sure to double check for accuracy. Is everything spelled correctly? Do you have the right digits in your phone numbers and is your address complete?

As you did on the registration page, you use the tab key to move from box to box or use your mouse to move the pointer around the screen. Click on the radio buttons for *Yes* or *No* responses and click on the *Next* box to advance to the next page.

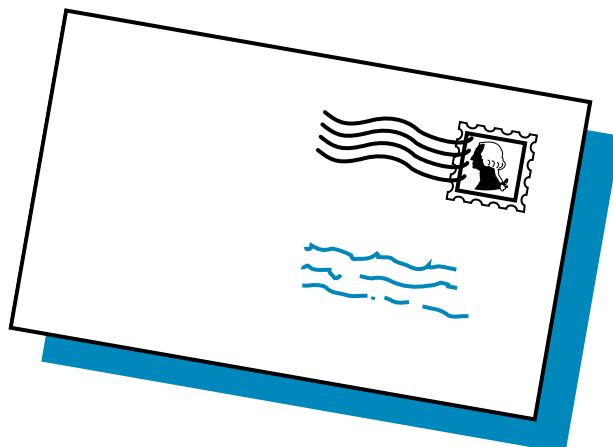
Whenever a downward pointing triangle ▼ appears at the right of an information box, click on the triangle to reveal a list of options. Then click on the desired option to select it. If there is a scroll bar (a vertical bar with triangular arrows at the top ▼ and bottom ▲) to the right of the box, that means there are more options than are shown on the screen. To see them, click on ▲ or ▼ and you'll see the list scroll.

Helpful Hints:

1.2 Check your typing. Misspelling your own name is not cool.

1.3 Additional names usually refer to a maiden name, but may be any other name you have legally used in the past.

1.5 Your permanent address is where prospective employers can reach you at home 12 months of the year. Other addresses might include a school address or other seasonal address.



Information you need to complete this section:

- Job preferences (grade level and/or subject)
- Other positions (teacher assistant, substitute teacher)
- Activities preferences (club supervision, coaching, etc.)
- Geographical preferences (preferred region of employment)
- Current employer (if any)

Getting Through It

This is the section where you pick your dream job—plus up to nine alternatives. If you are available as a teacher assistant or substitute, let us know that as well. You are a more attractive candidate (though you already look great to us) by indicating extracurricular activities where you have an interest or experience.

Indicate the geographic regions where you prefer to work. Finally, be sure to note whether or not a prospective employer may contact your present employer, if any. To get started, just click on the underlined subsection titles in this section.

Helpful Hints:

2.1 You can select up to 10 positions. Enter Job Preference 1 button and choose a position category for your job preference from the scroll-down menu. Click the “next” button and choose the position within the chosen category that best fits the job preference. After choosing category and position, select the grade levels, if applicable. If you would like to be notified by email of job openings in the category, just click the “YES” button under the statement **“Would you like to be notified by email of job openings in this job category?”** Later, if you change your mind and decide you would rather not receive the emails, just return to your application and click the “No” button. Then repeat the process by clicking on the next button to select your preference (second, third, etc.). If you need to change the order your job preferences are listed you can click on the blue ↑ in each listing.

2.2 This information is available to school districts for reference in acquiring teacher assistants and substitutes. If you would like to get experience and earn income while waiting for your ideal job, be sure to complete this short section.

2.3 Experience and interest in extracurricular activity sponsorship enhances your position in the job market. Choose activities from the scroll-down menu and select grade. Repeat process up to 10 times.

2.4 If you have geographic preferences for employment, select them by clicking on the box at the left of each region. Click on a colored section of the map for a list of participating districts in each region.

2.5 Don’t miss this section especially if you want to keep your job search confidential from your present employer.

2.6 If you want to be considered for job opportunities in other REAP states this is the place to do it.

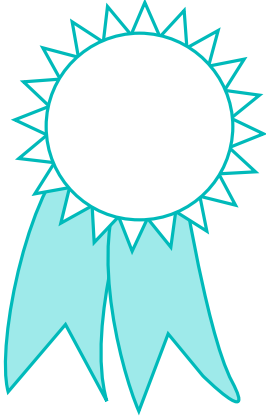
JOB PREFERENCES



NOTE:

When choosing geographic preference, select the area where you want to work most. If your application has been active for a while, consider selecting additional geographic areas by updating your application.

EDUCATIONAL CERTIFICATES



Information you need to complete this section:

- Current state certificates (subject, grade level, type, expiration)
- Current non-state certificates (subject, grade level, type, expiration)
- Anticipated certificates (subject, grade level, date anticipated)

Getting Through It

This section is where you include any current state teaching certifications or any certifications you expect to earn within the coming semester.

Just click on the *Yes* and *No* buttons, or the ▼ to reveal a list of possible answers. Click on your selection and move on with the tab key or the mouse.

Helpful Hints:

3.1 Yes or no—it doesn't get much easier than that. Anticipated certificates include those you expect to receive within one semester.

3.2 Describe up to four teacher certificate(s) you anticipate earning within the next semester by choosing options from the pop-up lists.

3.21 Follow the same procedure to list up to four anticipated teaching certificates from other states.

3.3 Enter up to 10 teaching certificates you have earned. Complete the first certificate, then click on "Next" and choose "Yes" if you have additional certificates. Click on "No" to advance to the next subsection.

NOTE: In USREAP choose the closest generic certificate to the one you actually hold.

3.4 Since certification areas may vary from state to state, you have to describe them yourself in *Area or Subject* and *Certificate Type* fields. Otherwise, it's click and choose as usual.

Information you need to complete this section:

- Highest college degree earned (and credit hours beyond)
- High school history (school name, address, degree earned)
- Undergraduate college history (school name, address, dates attended, course of study, degree(s) earned (or sought), date degree was (or will be) awarded, credit hours earned and cumulative and major GPA.
- Graduate school history (including the above information)

Getting Through It

Okay, it's getting a little harder now. You may have to call home or search your personal archives (who can remember their high school zip code four years down the road), so be sure to read the above list carefully and accumulate all the information you need before you start work on this section. It makes things go a lot smoother.

Also, there's a little more typing required in this section. Take your time and check your work. Remember, this is going to be seen by potential employers. Your graduation from "teacher college" may not impress the English faculty.

Helpful Hints:

4.1 No brainer.

4.2 You may have attended more than one high school but only include the one where you graduated.

4.3 You can enter up to four undergraduate colleges in this subsection. Begin with the school you most recently attended. Complete this subsection as accurately and fully as possible. If you haven't graduated yet, fill in dates, degrees, and credit hours anticipated and your current GPA. If you have additional undergraduate colleges to enter, click *Next*, then *Yes* on the next screen. If you are finished with your undergraduate history, choose *Next Subsection*.

4.4 Follow the same guidelines as described above.



EDUCATIONAL BACKGROUND



WORK HISTORY

All right, you've done well so far. Just hang in there, only a few more sections to go! What a great way to maximize your time.

Since you are doing it once through R.E.A.P., you won't have to keep repeating this information for each separate school district.

Information you need to complete this section:

- Current employment
- Student teaching experience (school name, address, phone number, cooperating teacher, subject, grade level taught, letter grade received, date of completion)
- K-12 teaching experience (school name, address, phone number, dates of employment, contractual status, reason for leaving, name of supervisor, years at school)
- Subjects taught (grade level, years taught, full- or part-time)
- Other work experience

Getting Through It

As in Section 4, this section requires a lot of information you may not have at the tips of your fingers. To get through this as painlessly and quickly as possible, review the list above and get the information you need before you begin working on this section of the application.

For those of you who are a few years removed from your student teaching, it is understandable that you may not remember the grade you received or the name of the person who gave it to you. Unless you have gathered substantial teaching experience since then, it is important. So make the effort to track down the information required and complete your application as accurately as possible. If your best efforts fail, leave it blank.

Again, scroll down or up with the ▼ or ▲ arrows at the far right of your screen if the information continues beyond the limits of your monitor.

Helpful Hints:

5.1 This section concerns your current educational employment status. Remember that your years of experience as a K-12 teacher should not include student teaching assignments. Years should be entered as a three-digit decimal (Example: Enter 1 1/2 years as 01.5).

5.2 You can enter up to two student teaching assignments. Again, be sure to check your typing in the boxes requiring it. To enter a second assignment, click *Next* and on the next screen, click *Yes*. This section requires complete information about your student teaching experience (school name, address, phone number, cooperating teacher, subject, grade level taught, letter grade received and date of completion).

Students who are still finishing their student teaching should select "Currently Enrolled (CE)" from Question 12's pop-up list.

5.3 Enter up to five K-12 teaching experiences, beginning with the most recent. Click on the Add K-12 Teaching Experience #1 button.

When you finish answering the questions, click the Next button at the bottom of the page.

To add subject taught, click the Enter Up To 10 Subjects Taught At This School button under Experience #1. Next click on the Add Subject Taught #1 button. From the scroll-down menu, select the subject taught and grade levels. To continue, click the Next button. Repeat this process for additional subjects for this teaching experience.

Review This Screen shows the K-12 teaching experience you've entered so far. Here, you either edit the school information shown, view and edit the subject information for that school or delete that particular school and subject entry. If all is well with everything so far, you can then add another K-12 teaching experience or move on to the next subsection.

If you need to change the order your teaching experiences are listed you can click on the blue ↑ in each listing.

5.4 Enter up to five most recent work experiences. After answering all the questions, click Next. Click the Yes button to enter more work experience or Next Section to continue.

WORK HISTORY

Continued



ACTIVITIES AND HONORS



Information you need to complete this section:

- High school activities (extra curricular activities, years involved, any leadership positions)
- College activities (extra curricular activities, years involved, any leadership roles)
- College honors (name of the honor or award, college name, date awarded)
- Professional organizations (name of organization and chapter, any leadership role, dates of participation)
- Community organizations (name of organization, city and state, any leadership roles, date joined)
- Hobbies and interests

Getting Through It

You've finished describing the work required of you through your education and jobs. Now you have the opportunity to record what you like to do! Here's where you get credit for all those grueling years in the marching band. Yessss!

So don't be humble. Extracurricular activities, special accomplishments, honors and awards set you apart as an enthusiastic, energetic and multifaceted individual. It also highlights areas of interest potential employers might find attractive for their specific requirements.

Whether you were elected Mayor of Metropolis or played third trombone for the band, this is the place to take the credit. Click on *High School Activities* to begin.

Note: This section is optional but still it needs to be marked finished on the main menu before you can final submit. So if you do not wish to complete this section you need to visit each screen and click the next button in order to get that finished mark on the main menu screen.

Helpful Hints:

6.1 Pop-up menus make this section a breeze. Over 70 activities are

revealed by clicking on the ▼, including varsity or intramural sports, performing arts, hobby clubs, school newspaper, etc. You can choose up to 10. Scroll down the list to jog your memory.

6.2 Same as above. If your activity isn't on the list, choose *Activity Not Listed*.

6.3 College honors might include academic awards, fraternal honors, peer group recognition or civic awards. Type in honors and college names (check your typing) and choose from the pop-up lists for the dates.

6.4 Most professions have them—science teachers, administrators, football coaches. All have one or more professional organizations to offer support and resources. If you pay dues to one, include it here. At least you'll get something for your money.

6.5 Under *Community Organizations* you may list anything from holding an elected office to charitable volunteering or a membership in the local garden club.

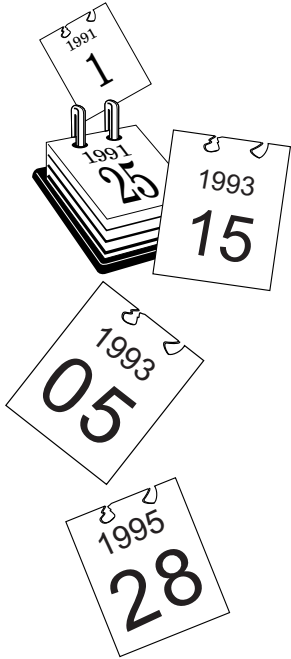
6.6 Computers, reading, gardening, fitness—you know, all the things you'd like to do if it weren't for all that other stuff you do. Put it here.

ACTIVITIES AND HONORS

Continued



BACKGROUND INFORMATION



Information you need to complete this section:

- Employment record (dismissals, resignations)
- Criminal convictions/investigations
- References (names, titles, addresses, phone numbers, relationship to you, number of years related to that reference)

Getting Through It

It's not easy, but at some point we have to ask the hard questions. For you, though, the answers are quite easy. Just click on the *Yes* and *No* radio buttons to answer the questions honestly and accurately. Type in the space provided any specific information required for sections 7.1 and 7.2.

For references, use job supervisors, student teachers, cooperating teachers, instructors, religious or social organization leaders or people with whom you were associated in volunteer work. Avoid using neighbors, relatives and/or personal friends who have no relation to your work, education or volunteer experience. Three references are required.

Helpful Hints:

7.1 If you answer *Yes* to any of the questions in this section, be sure to provide details of the occurrence, including the employer's name, date and location. Include a brief narrative of the circumstances leading to the dismissal.

7.2 As in 7.1, provide details of the circumstances involved in any *Yes* response.

7.3 Be sure you completely fill out the name, address and phone number for your references, as well as titles, relationship to you and years the reference has known you. Click *Next* and *Yes* to add additional references. Three are required. You may include up to five.

Expository answers to the following seven issues for all states:

- What are your three most important reasons for wanting to be a teacher?
- How much do you want to know about your students in order to be helpful to them?
- What three (3) things do you most want to know about your students?
- What do you need to know in order to begin your lesson planning for a class?
- What four (4) key components do you believe you must include in your plan?
- When you think about your students, in what major ways do you most want to influence their lives?
- List and describe two (2) core teaching strategies you most utilized in your classroom.

Getting Through It

You now get a chance to express yourself, your reasons for choosing to be a teacher and other thoughts you might have on your future career. **Don't take these questions lightly.** They are important and will be a significant part of the evaluation given to your application. If you've been working on this application non-stop, you might want to print these questions out, take a break, think about them and make some notes before resuming and completing your application.

To print the questions, open each question and click in the body of the page, then click the print icon.

You can also copy, then paste each question into a word document where you can use spell check. When finished, copy, then paste the finished document into REAP. Please, limit your answers to 300 characters or less.

NOTE: Each time throughout this process that you have clicked on "Next" or "Submit", you have saved your work up to that point. If you want to sign out, here is how you get back in later: go to the home page; click on "Update My Application" re-enter your user name and password. You will get a screen that shows you the status of your application. Click "Next" then choose the section you need and finish entering your data.

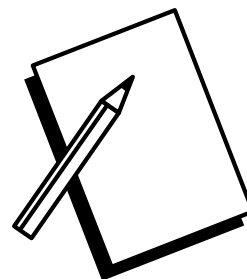
If you have additional qualifications or comments, or if you need to clarify any of your answers to the application questions, you may do this in **Section 8.8—Additional Qualifications & Comments.**

Enter additional remarks in the optional form and then click on the "Next" button to finish your application. Be sure to limit your remarks to 2,000 characters or less.

Please remember that this section is completely optional. Applicants will not be penalized for not filling out Section 8.8.

**PROFESSIONAL
STATEMENTS**

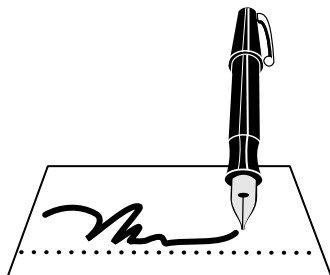
May Not Be Required



Please limit your answers to 300 characters each including spaces and returns

REQUIRED STATE TEST SCORES

May Not Be Required



DEMOGRAPHIC SURVEY

May Not Be Required



TEACHER STYLEPROFILE

May Not Be Required

Information you need to complete this section:
Scores from your Praxis Computer Based Test, including

- Reading
- Writing
- Mathematics

Getting Through It

This section is where you inform schools of your scores on the required state Praxis test. This is also where you let them know if you waived the test.

Helpful Hints:

Just click on the Add a Test button. From the scroll-down menu choose the test taken or No Certification Tests Were Required or Certification Tests Have Not Yet Been Taken. Click on the continue button. If your answer is no to the first question, continue to question two and enter your test score.

Information you need to complete this section:

- Date of birth
- Gender
- Race/Ethnic Group
- Veteran status

Getting Through It

This section is voluntary. The information collected is used to improve recruiting programs and to comply with requests of the federal and state governments—it is not used in the selection process. Your application will not be affected if you choose not to provide the information.

Helpful Hints:

Just click on the Yes or No button. If you click on Yes, continue to question 2. Use the pop-up lists to select your birth date. Click on the button next to the appropriate answer. Use the pop-up lists to select the appropriate race/ethnic group. For definitions of the groups, scroll down the page.

You will respond to a set of questions called the Teacher StyleProfile Builder. These questions are a way for you, as an applicant, to indicate your style preferences when faced with everyday situations as an educator. This will help district administrators match applicant styles with the style needs of a position they may have open. This information will be considered along with your other application data.

- At the Profile Builder site, you will receive specific directions to proceed.
- Building a StyleProfile will take 15 minutes or less to complete. While you may start when it is convenient for you, the Teacher StyleProfile Builder should be completed as soon as possible and in a single session.
- Be sure to allocate sufficient time and eliminate potential distractions before you begin.

NOTE: If you answer yes and click on “Start a new Styleprofile or retrieve previous results” you are leaving the REAP web site. At this point if you need help with the profile you will need to go to www.styleprofile.com and then click on “Tech Help.”

In this section you will create an essay that will appear in your application. School districts can view the essay on the Internet and may print it out. To enter the body of your essay, simply click in the box and type. Please limit your essay to 3000 characters or less.

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please select one of the following topics and write an essay in the space provided.

1. The Most Important Qualities of an Outstanding Educator
2. My Philosophy of Student Discipline
3. The Importance of Continuing Professional Development and How I Plan to Incorporate it Throughout My Career
4. Essential Elements of Instruction, Administration or Area of Certification
5. How Information Technology (i.e. computers, Internet) can be Integrated into the Instructional Process and Curriculum

NOTE: At this point, you may want to sign out of REAP to type your essay in a word document which has a spell checker and other writing tools which could be helpful. When you have completed your essay, copy, then paste it into the REAP application.

Sign back into REAP by returning to the Home Page, click on “Update My Application” re-enter your user name and password. You will get a screen that shows you the status of your application. Click “Next” then choose the section you need and finish entering your data.

In this section you will create the cover letter that will appear at the beginning of your application. School districts can view the letter and your application on the Internet and may print it out.

You cannot change the heading—all letters will be addressed to Director of Human Resources. You may change the information on the “from” line by modifying your entries in Section 1.

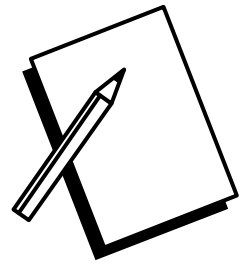
To enter the body of your letter, simply click in the box and type your message. Please limit your letter to 2000 characters or less.

NOTE: You may find that typing your cover letter in a word processing program, is helpful because of the many writing tools available. Again, when finished, copy, then paste your letter into your REAP application.

Sign back into REAP by returning to the Home Page, click on “Update My Application” re-enter your user name and password. You will get a screen that shows you the status of your application. Click “Next” then choose the section you need and finish entering your data.

ESSAY

May Not Be Required



COVER LETTER

May Not Be Required

FINAL SUBMISSION



Congratulations! If all the resumé sections on this page have the word *Finished* in the *Status* column, you are! Finished, that is.

It's been a long haul, but just think—you only had to do this once! When you submit this application, it will be accessible by many school districts. Imagine how many hours you would have spent applying individually to attain that coverage.

If you are ready to submit your application, simply type your name in the box provided for signature. Click on *Submit Application* Next click the “activate” button now you should have a screen with “View reports” or “Next”. If you want a print out of your data click view reports and follow the instructions given. If you find errors simply update your application and go through the final submission process again.

Again, good luck on your future career opportunities. We hope the **R.E.A.P.** online application is helpful in furthering your goals.

AFTER FINAL SUBMISSION

www.●●reap.net

— The double bullets indicate where you are to type your state abbreviation.



Now that your application is complete and submitted remember to keep the information as current as possible. When you do land that dream job you can tell us about it by placing your application on Hold.

Instructions for Applicants to Post Themselves as Hired:

- If you created a bookmark for your REAP home page, click the bookmark or enter location www.●●reap.net (●=state abbreviation)
- From the REAP home page click “Update My Application” re-enter your user name and password. You will get a screen that shows you the status of your application. Click “Update”. (From this point each time you visit your application it will take you to your home page making many things easier and faster.)
- Click on the underlined “I got hired” all you have to do now is tell us about the district you work for.

You may easily change your status back to “Active” by logging onto the R.E.A.P. internet site with the same user name and password that you used to enter your data. You will be asked whether you want to update your application or activate it. To make your file available to member school districts, click “Activate.” To keep your application up to date, even if it is in “Hold” status, click “Update.”

We made keeping your information up to date as easy as possible by creating an Applicant Home Page for you. Just click on the blue underlined words next to the picture icons. You can update your information, post yourself hired, upload reference letters and transcripts, download reports etc.

Just scroll down the screen, see illustration A, on page 19, for explanations of each icon and for instructions and help on how to create PDF files and upload it to your application.

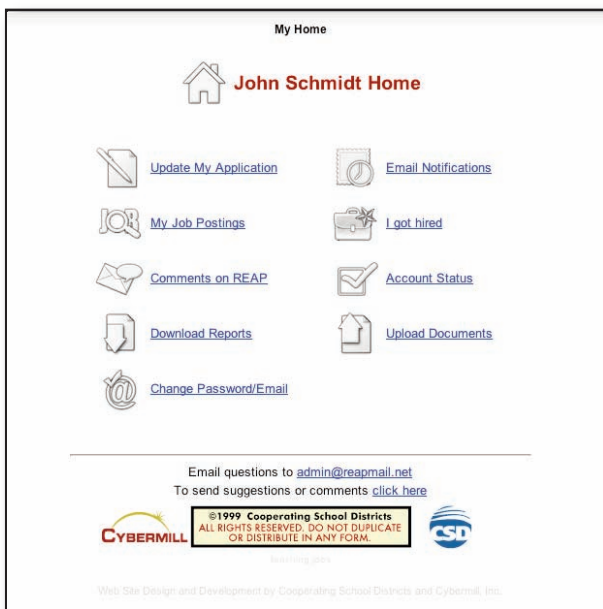


illustration a

If you have already filled out the REAP Teacher Application and wish to transfer the information to an Administrator Application follow the instructions listed below. If you choose to transfer this information, your teacher application will no longer be available for teaching jobs. If you wish to have both a teacher application as well as a administrator application, it will be necessary to choose an additional user name and password and fill out a completely new administrator application.

Steps to transfer your completed teacher application to an administrator application

1. From the Home Page select "**Update My Application**"
2. Enter your **User Name** and **Password** in the appropriate boxes and click "**Next**".
3. On the next screen click "**Update**"
4. This will bring up your home page click "**Update**"
5. This will bring up the Main Menu click on number "**1 Registration, Name, and Address.**"
6. Next click on "**Registration.**"
7. Number 1 on this page shows your current application type (Teaching) to change your application click on the underlined "**click here**" text.
8. Under the text "Please indicate type of educational position you are seeking?" click "**Administrative**" (**NOTE:** Please read all of the important information on this page for instructions on what to do with your new Administrative Application.)
- 9 Click "**Next**" at the bottom of the page. This will change your application type.
10. The registration page will again be displayed and number 1 should indicate that your application type is now "**Administrative**".
11. Next visit each section and subsection click "**Next**" or "**Submit**" in order to save data to the new application. Enter new information when necessary. After you have "**Finished**" next to each section in the main menu "**Final Submit**" and "**Activate**" your new application.

ADMINISTRATIVE/ TEACHER APPLICATION DATA TRANSFER



TRANSFER APPLICATION TO ANOTHER REAP STATE



If you're willing to relocate with a school district from one of the other REAP States, then the State to State Transfer is for you. In order to transfer your application to another REAP State, just follow the simple instructions below:

1. From the Home Page select "**Update My Application**"
2. Enter your User Name and Password in the appropriate boxes and click "**Next**".
3. Click "**Final Submission**" (located in the menu bar on the left side of screen)
4. Type in your signature and click the "**Submit Application**" button
5. Click the "**Activate**" button
6. Click the "**Next**" button
7. Click Transfer and follow the prompts

From this point, each screen has all the information and instructions you will need. Read carefully the information provided. You may repeat this process for other REAP States if you wish. Remember, any future changes you make to your basic application must also be made in the applications you made to the other REAP states.

WORD OF CAUTION: You are under the same time limit as the original application. You have 90 days to complete your application or the information will be deleted.

In the job search area teachers, student teachers and all potential candidates may browse available openings. Working with your college career services office is recommended.

When searching the REAP employment database, you can narrow your search using three criteria. You can specify position, subject area and geographic criteria. You have the ability to view only jobs that have been posted after a selected date. (When this option is used only jobs that have been submitted or updated on or after the date selected will be displayed).

If you are only interested in the job postings of one particular school district you can use the “Search for Jobs in one School District” function. This function will allow you to select a region and then a school district. When you click Submit Query all current job postings will be displayed.

If you locate a job listing that you’re interested in, click the position name to see all the details. You may respond in one of three ways, depending on how the HR office wishes to be notified. Look at the job posting. If there is a phone number, you may use it. If there is a button labeled “Notify School District: I am interested in the job” then you may click it and get on a list of interested applicants. If there is an e-mail address, you may click on it and send a message to the HR office.

NOTE: Your REAP application must be in the active status.

Instruction for using the job search function:

- If you have created a bookmark for your REAP home page, click the bookmark or enter location www.aa.reap.net (aa=state abbreviation).
- On the left side of the REAP home page under Search For Jobs click on the type of job posting you are interested in. (Teaching, Instructional Support, Administrative, or Support Services positions)
- Next enter the criteria for your search and click “**Submit Query**”.
- The next screen will be the results of your search.
- Click on “**Position Name**” in the job listing you want to know more about.

To help applicants locate school districts geographically, we have added the Region name next to the School district name on the participating school districts list. This should make it easier for the applicants to determine the location of your school district.

Instructions for viewing the Participating School Districts list:

- If you have created a bookmark for your REAP home page, click the bookmark or enter location www.aa.reap.net (aa=state abbreviation).
- Click on “Participating School Districts” from the Fast Track Menu.
- The screen that appears lists all the REAP member Participating School Districts for your state along with the region in which they are located.

JOB SEARCH



GEOGRAPHICAL LIST OF MEMBER SCHOOL DISTRICTS



Frequently Asked Questions Online

To help make your experience using the REAP system more enjoyable and hassle free, we have put the most frequently asked questions online. If you don't find the answer to your particular questions listed online, email admin@reapmail.net or call 314-692-1205, or toll free 1-800-288-8115. The REAP Help Desk staff will be glad to assist you.

Instructions for using the online FAQ's

- If you have created a bookmark for your REAP home page, click the bookmark or enter location www.●●reap.net (●●=state abbreviation)
- From the left side menu bar click "F.A.Q."
- The page that appears has a table of contents. Click "[FAQ's for Applicants](#)".

Help Line— (314) 692-1205 or 1 800-288-8115

Email: shappold@reapmail.net

Fax: (314) 692-1297

www.reap.net