

**TEACHER GUIDE**

# **REAP**

**Regional Education  
Applicant Program  
[www.reap.net](http://www.reap.net)**



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



**Revised August 2014**

## Teacher Guide

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**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.

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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,

#### **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 Started

*Before getting started, we recommend you first thumb through the pages of this guide. This will help speed the process by allowing you time to have all your information ready.*

*Much time and effort has gone into protecting the privacy of the information you provide.*

*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 provides for secure transmission.*

To access REAP, go to [www.\\_\\_reap.net](http://www.__reap.net). The \_\_ in front of reap.net is where you will type the appropriate two letters for the state in which you wish to place your application. Example: [www.moreap.net](http://www.moreap.net)

Click **"Start and Application"** (Located on the left side of the REAP Home page-Applicant Side)



### **Review the terms and conditions.**

If you agree to these terms, click **"I Agree"** and begin entering your information.

Otherwise, click **"Exit Applicant's Center."**

If you clicked **"I Agree"** enter the information on the screen that appears.

Click **"Next"** to save and move to next screen. (Operating Instructions)

Take the time to read the Operating Instructions page. (It will give insight to how the screens are set up and how to navigate the system.)

Click **"Please proceed to the main menu"**

**NOTE:** You are now registered in the REAP Application Center. You can continue at this point or sign out and return to finish at a later time.

**Important:** To re-enter at a later time you will need your user name and password so be sure to write it down.

If you leave and return later Click **"Log IN for Returning Applicants"** (Located on the left side of the REAP Home page-Applicant Side)

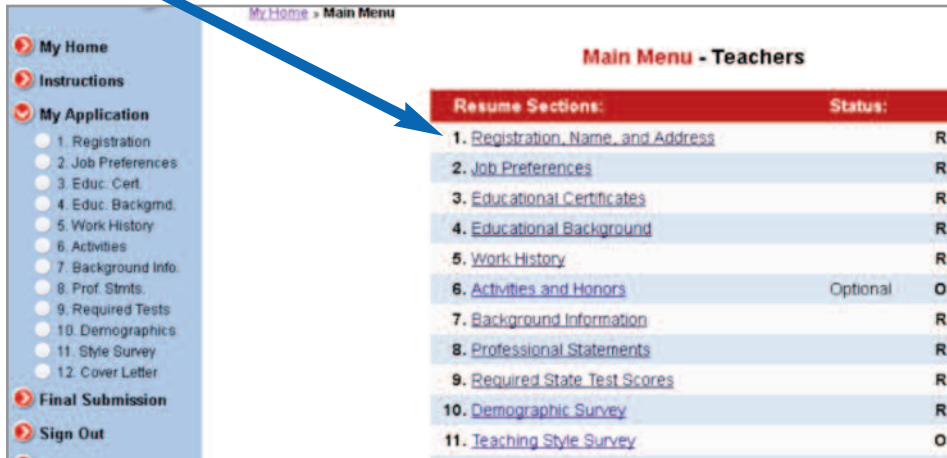
### **Tip!**

Instead of going through all those steps each time you want to view your application, bookmark the REAP Application Center site and add to your favorites list for easy access.

## The Main Menu

This 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.

Begin by clicking on the underlined words in the section of your choice. (Example: 1. Registration, Name and Address)



Mr Home > Main Menu

### Main Menu - Teachers

Resume Sections:	Status:
<a href="#">1. Registration, Name, and Address</a>	R
<a href="#">2. Job Preferences</a>	R
<a href="#">3. Educational Certificates</a>	R
<a href="#">4. Educational Background</a>	R
<a href="#">5. Work History</a>	R
<a href="#">6. Activities and Honors</a>	Optional O
<a href="#">7. Background Information</a>	R
<a href="#">8. Professional Statements</a>	R
<a href="#">9. Required State Test Scores</a>	R
<a href="#">10. Demographic Survey</a>	R
<a href="#">11. Teaching Style Survey</a>	O

### Word of caution!

You have 90 days to complete your application or the information will be deleted.

## Main Menu

## Registration Name and Address

### Information Needed To Complete This Section

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

#### Full name

From the Registration subsection menu, click #2 **"Name"**.

Enter requested information in fields provided.

Click **"Next"** to save and advance to next screen.

#### Additional names

From the Registration subsection menu, click #3 **"Additional Names"**.

Answer **"Yes or No"** to "Do you need to enter additional names?)"

If answer is **"Yes"** Enter requested information in fields provided.

Additional Name	Dates Used	Actions
Jane R. Doe	10/1951 - 04/1969	 Edit  Clear

If answer is **"No"** clicking on **"No"** will advance you to the next subsection.

#### Current and Permanent address

From the Registration subsection menu, click #4 **"Current Address"**

Enter requested information in fields provided

Click **"Next"** to save and advance

Same for #5 **"Permanent Address"**

#### Important Information

From the Registration subsection menu, click #6 **"Important Information"**

Read and click on **"I have read and understand the above information"**

You will advance to the next menu section.

## Information Needed To Complete This Section

From the Job Preference subsection menu



Click on **"Job Preferences"**

Click on the first **"Add"** button (see below)

Note: You can enter up to 10 job preferences.









Choose a Position Category from the pull down menu and then choose a Position within the chosen position category

Click the **"Yes" or "No"** to answer the question (Would you like to be notified by email of job openings in this job category?)

	Position Name	Grade Levels	Actions
1	None		
2	None		

Click the **"Next"** button to save. Repeat the process up to 10 times.

To change the order your job preferences are listed click on the **"Move"** button.

	Position Name	Grade Levels	Actions
1	Earth Science (Usually 8th grade)	(??) to (??)	 
2	Pre-Algebra	Eighth Grade to Ninth Grade	  
3	Animal Science	Seventh Grade to Eleventh Grade	  

## Other Positions

From the Job Preference subsection menu, click on **"Other Positions"**.

Answer **"Yes or No"** to a couple of questions about being considered for a teacher assistant, teacher aide or a substitute teacher position.

Click **"Next"** to save and advance.

## Job Preferences

## Activity Preferences




### Activity Preferences

From the Job Preference subsection menu

Click on **“Activity Preferences”**

Click on the first **“Add”** button (see below)

**NOTE:** You can enter up to 10 Activity preferences.

	Activity Name	Grade Levels	Actions
1	None		 
2	None		

Choose your Activity from the pull down menu and enter grade levels.

Click the **“Next”** button to save and advance.

Repeat the process up to 10 times.

## Geographical Preferences

### Geographical Preferences

From the Job Preference subsection menu

Click on **“Geographical Preferences”**

Select geographical preferences by clicking on the box to the left of each region. Click the **“Next”** button to save and advance.

For a list of participating districts in each region click on a colored section of the map.

**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.

### Current Employer

From the Job Preference subsection menu

Click on **“Current Employer”** and answer **“Yes or No”** to question #1.

If you answered **“Yes”** click on the box to the left of the region you currently work in.

Click the **“Next”** button to save and advance.

### National Resume Bank

From the Job Preference subsection menu

Click on **“National Resume Bank”**

Click in the box to the left of the state name

Choose the states you would like to be considered for job opportunities in and willing to relocate to.

Click the **“Next”** button to save and advance.

If you do not wish to be part of the National Resume Bank just click the **“Next”** button.

**NOTE: State Name\*** Indicates a state within the USREAP network: (<http://www.usreap.net>)

**State Name** Indicates a state which has a state specific REAP system



## Certification Questions

From the Educational Certificates subsection menu

Click on **"Certification Questions"**

Click **"Yes or No"** to answer questions about certificates you anticipate getting or certificates you hold.

Click **"Next"** to save and advance.

## Anticipated Certificates

From the Educational Certificates subsection menu, click on **"Anticipated Certificates"**

Choosing options from the pull down menus, describe up to four teaching certificate(s) you anticipate earning within the next semester from the state you are applying in. (See example)

Click **"Next"** to save and advance.

Certificate Name	American History	↓	←
1	Grade Levels	Eighth Grade - Twelfth Grade	←
	Date Anticipated	April 2014	←
Certificate Name	(???)	↓	
2	Grade Levels	(???) - (???)	
	Date Anticipated	(???) 2012	

Describe up to four teaching certificate(s) you anticipate earning within the next semester from other states. (See example)

Click **"Next"** to save and advance.

State	Arkansas	↓	←
Certificate Name("Area")	Science	↓	←
1	Equivalent MO Area:	Science, Earth Science	↓
	Grade Level	Third Grade - Sixth Grade	
	Date Anticipated	September 2012	

## Certification Questions Anticipated Certificates Missouri Educational Certificates (Current State) Certificates from Other States

## Missouri Educational Certificates

(Current state)

### Missouri Educational Certificates (or current state)

From the Educational Certificates subsection menu

Click on **"Missouri Educational Certificates"**

Click on the first **"Add"** button (see below)

	Certificate Name	Grade Levels	Actions
1	None		
2	None		

Choosing from the pull down menus, enter your state certificates held.

Click **"Next"** to save. Repeat up to 10 times. (See example)

Certificate-- #1

1. **Area or Subject:** Art
2. **Grade Level:**  
beginning Kindergarten  
ending Twelfth Grade
3. **Type or Status:** Life
4. **Date Issued:**  
January 1 1973
5. **Does this Certificate have an expiration date?**  
 Yes  
 No
6. **Expiration Date (if appropriate):**  
(???) 0 2003

**NEXT**

## Certificates from Other States

### Certificates from Other States

From the Educational Certificates subsection menu, click on **"Certificates from Other States"**

Certification areas vary from state-to-state, you have to enter the Area or Subject and Certificate Type fields. Otherwise, it is the same as State Certificates held.

**Tip!**

You may want to gather some information such as addresses, zip codes, dates, etc. before beginning this section.

**Education Questions**

From the Educational Background subsection menu, click on **“Educational Questions”**

Enter the highest college degree earned and the number of credit hours beyond the degree.

Click **“Next”** to save and advance.

**High School History**

From the Educational Background subsection menu, click on **“High School History”**

Enter the information if the fields provided

Click **“Next”** to save and advance.

**Undergraduate College History and Graduate School History**

From the Educational Background subsection menu, click on **“Undergraduate College History or Graduate School History”**

In both sections, as you did in Certificates Held, Activity Preferences, etc. Click on the 1st **“Add”** button

Enter information in the fields provided.

Click the **“Next”** button to save.

Repeat process to enter up to 4 undergraduate schools or graduate schools you attended most recently.

**Education Questions  
High School History  
Undergraduate College  
History and Graduate  
School History**

**Employment Questions**  
**Student Teaching**  
**K-12 Teaching Experience**  
**Other Work Experience**

You may want to gather some information such as addresses, zip codes, dates, names of supervisors, student teaching grade, etc. before beginning this section.

**Employment Questions**

From the Work History subsection menu

Click on **“Employment Questions”**

Click **“Yes or No”** to answer employment questions.

Enter years of experience as a three-digit decimal. (Example: Enter 1 ½ years as 01.5)

Click **“Next”** to save and advance.

**Student Teaching**

From the Work History subsection menu

Click on **“Student Teaching”**

You can enter up to two student teaching assignments.

Enter information in the fields provide.

Click **“Next”** to save and advance.

Click **“Yes”** to enter second student teaching assignments.

Click **“Next Subsection”** to move to the next section.

**NOTE:** Students who are still finishing their student teaching should select **“Currently enrolled”** (CE) from Question 12’s pull down menu.

**K-12 Teaching Experience**

From the Work History subsection menu

Click on **“K-12 Teaching Experience”**

You can enter up to five K-12 teaching experiences.

Just like Certificates Held, Activity Preferences, etc.

Click on the 1st **“Add”** button

Enter information in the fields provide.

Click the **“Next”** button

To enter subjects taught click on **“ZERO Subjects Entered”** (See Below)

	District Name	School Name	Subjects Taught	Actions
1	#1 K-12 Employer	Happy Land	ZERO Subjects Entered ←	Edit  Clear
2	None			Add





Click the first **"Add"** button (See below)

Enter information in the fields provide

Click **"Next"** to save

Click **"Back to K-12 Work Experience Schools"** to add 2nd teaching experience

Repeat process to up to five times.

	School Name	Subject	Years Taught	Grade Levels	Actions
1	None				 Add
2	None				 Add

After you are finished entering you're teaching experiences click **"Next Subsection"** to proceed to the next section.

### Other Work Experience

From the Work History subsection menu

Click on **"Other Work Experience"**

Click on the 1st **"Add"** button

Enter information in the fields provided.

Click **"Next"** to save.

Repeat the process up to 5 times.

**High School Activities**  
**College Activities**  
**College Honors**  
**Professional Organizations**  
**Community Organizations**  
**Hobbies and Special Interests**

You can enter up to 10 each for High School Activities, College Activities, College Honors, and Professional Organizations and 6 each for Community Organizations and Hobbies and Special Interests sections.

**NOTE:** This section is optional but still needs to be marked finished on the main menu before you can final submit. If you do not wish to complete this section, you will need to visit each screen and click the next button to show finished on the main menu.

**High School Activities**

From the Activities and Honors subsection menu

Click on **“High School Activities”**

Choose Activity from the pull down menu.

Enter # of years in the box provided

Answer **“Yes or No”** to Leadership Role (See below)

	Activity Name	Total Years	Leadership Role
1	Bowling	5	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	(???)	0	<input type="radio"/> Yes <input type="radio"/> No

**College Activities**

From the Activities and Honors subsection menu

Click on **“College Activities”**

Choose Activity from the pull down menu.

Enter # of years in the box provided

Click **“Yes or No”** to Leadership Role (See above)

Click **“Next”** to save and advance

**College Honors**

From the Activities and Honors subsection menu

Click on **“College Honors”**

Enter Honor name and College name in the box provided

Use the pull down menu to show date awarded. (See Below)

Click **“Next”** to save and advance

	Honor Name	College Name	Date Awarded
1.	Honor # 1	College Name #1	February 1968
2.	Enter honor name	Enter college name	(???) 1968

## Professional Organizations

From the Activities and Honors subsection menu

Click on **“Professional Organizations”**

Enter Organization name and Chapter name the box provided

Click **“Yes or No”** to Leadership Role

Use the pull down menu to show dates. (See Below)

Click **“Next”** to save and advance

	Organization	Chapter	Leadership Role	Beginning Date	End Date
1.	<input type="text" value="Organization # 1"/>	<input type="text" value="Chapter #1"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	February 1977	March 1980
2.	<input type="text" value="Enter Organization name"/>	<input type="text" value="Enter Chapter name"/>	<input type="radio"/> Yes <input type="radio"/> No	(???) 1977	(???) 1977

## Community Organizations

From the Activities and Honors subsection menu

Click on **“Community Organizations”**

Enter Organization name and City name the box provided

Choose State from the pull down menu.

Click **“Yes or No”** to Leadership Role

Use the pull down menu to show date joined. (See Below)

Click **“Next”** to save and advance to the next section.

	Organization	City	State	Leadership Role	Date Joined
1.	<input type="text" value="Community Organization #1"/>	<input type="text" value="Happy Land"/>	Alaska	<input checked="" type="radio"/> Yes <input type="radio"/> No	January 1977
2.	<input type="text" value="Enter Organization name"/>	<input type="text" value="Enter city name"/>	(???)	<input type="radio"/> Yes <input type="radio"/> No	(???) 1977

## Hobbies and Special Interests

From the Activities and Honors subsection menu

Click on **“Hobbies and Special Interests”**

Enter Hobbies and Special Interests in the box provided

Click **“Next”** to save and advance to the next section.

	Hobby/Special Interest
1.	<input type="text" value="Horse Back Riding"/>
2.	<input type="text" value="Boating"/>

## Employment Convictions References

### Employment Questions

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)

From the Background Information subsection menu

Click on **"Employment Questions"**

Click **"Yes or No"** to answer employment questions.

If you answered **"Yes"** to any of the questions, explain giving date(s), Locations(s) in box provide, for question #5.

Limit comments to 300 characters.

Click **"Next"** to save and advance

### Conviction Questions

Follow same steps as the Employment Questions section.

Explain yes answers in question #4.

### References

From the Background Information subsection menu

Click on **"References"**





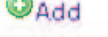
Click on the 1st **"Add"** button

Enter information on the screen that appears and Click **"Next"**

Click the 2nd **"Add"** button and repeat the process up to five times.

Click **"Next"** to save and advance

**NOTE:** Three references are required. \* Denotes a Required Entry

	Reference Name	Actions
1	None	 Add *
2	None	 Add *
3	None	 Add *
4	None	 Add
5	None	 Add



## Professional Statements

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
- What three (3) things do you most want to know about
- What do you need to now 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.

From the Professional Statements subsection menu

Click on **“Professional Statement #1”**

Enter your answer to question #1 in the box provided (See example below)

Limit your answer to 300 characters or less

Click **“Next”** to save and advance

Repeat the process for questions 2 – 7

1. What are your three (3) most important reasons for wanting to be a teacher?

Statement No. One: I would like to be a teacher so that I can 1. Share the education that I have been lucky enough to receive. 2. Prepare young minds for the future. This is the truth

184/300 maximum

From the Professional Statements subsection menu

Click on **“Additional Qualifications & Comments”**

Enter additional remarks in the box provided

Limit your answer to 2000 characters or less

Click **“Next”** to save and advance

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.**

## Required State Test Scores

*May Not Be Required*

### Information needed to complete this section:

- Scores from your Praxis Computer Based Test, including:
  - Reading
  - Writing
  - Mathematics

From the Required State Test Scores subsection menu

Click on **“Required State Test Scores”**

Click on the **“Add a Test”** button

Choose your test from the pull down menu by clicking on it.

Use pull down menu for date taken

Click **“Continue”** If you answer No to the 1st question continue to question 2 and enter your score.

Click the **“Submit”** button

Click on the **“Add a Test”** button to enter additional tests

Click **“Next Section”** to proceed

## Demographic Survey

*May Not Be Required*

### Information you need to complete this section:

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

From the Demographic Survey subsection menu

Click on **“Demographic Survey”**

Answer questions and Click **“Next”** to save and advance

From the Demographic Survey subsection menu

Click on **“Veteran Status”**

Answer questions and Click **“Next”** to save and advance

**NOTE:** 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. Our application will not be affected if you choose not to provide the information.

## From the Teacher Style Profile subsection menu

Click on **“Teacher Style Profile”**

Answer **“Yes” or No”** to the question (Do you wish to be considered by one of the school districts listed?)

Click **“Next”** to advance

**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](http://www.styleprofile.com) and then click on “Tech Help.”

## From the Essay subsection menu

Click on **“Essay Question”**

Choose one of 5 topics

Include the topic chosen as the first line of your essay

Write the essay in the space provided

Limit your essay to 3000 characters

Click **“Next”** to advance

In this section you will create an essay that will appear in your application. We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner.

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.

## Teacher Style Profile

*May Not Be Required*

## Essay

*May Not Be Required*

## Cover Letter

*May Not Be Required*

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.

### From the Cover Letter subsection menu

Click on **"Cover Letter"**

Write the cover letter in the space provided

Limit your cover letter to 2000 characters

Click **"Next"** save and advance to the Final Submission page

#### **NOTE:**

TO: Director of Human Resources is pre-set, you cannot change.

FROM: Current and Permanent addresses may be entered and updated in Section 1.

**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.

## Final Submission

If all resume' sections are marked finished you are ready to go through the Final Submit Process. \*Read the final submit page carefully your application will not be available to schools until you complete this page.

Verify your contact information

Enter your **"Electronic Signature"**

Click **"Submit Application"** button

Click the **"Activate"** button to make your application available to schools

If you do not wish to access these reports, click **"Next"**

If you want to print a copy of your data click **"View Reports"**

Click on **"Full Detail Report"** or **"New Candidate Letter"**

Type in your password in space provided and hit **"Enter"**

Click on **"File"** from tool bar and click "Print"

When you are finished accessing these reports, click **"Next"**

Now that your application is complete and submitted remember to keep the information as current as possible. Tell us when you accept a position by posting your application as Hired.

Click **“Log IN for Returning Applicants”**

(Located on the left side of the REAP Home page-Applicant Side)

Enter user name and password in space provided

Click **“Sign-in”**

Click **“Hold”**

Click **“Yes”** to answer the question (Were you hired by a school district?)

Fill out the “Hired Applicant Questionnaire”

Click **“Enter”**

Another way to get to the **“Hired Applicant Questionnaire”** is to click on the “I got hired” button located on the applicant home page.

We made keeping your information up to date as easy as possible by creating an applicant home page for you (My Home Page). The status of your application is stated clearly across the top of your home page. Just by clicking the picture icons you can update, upload documents, and download reports and more. You can mouse over each icon to get a brief description of the function of each.

## After Final Submission



 **John Doe Home**

 Application Status: Updating  
You are currently updating your REAP application. Your data is **Not** currently available to schools.

 My Application	 Email Notifications	 Job Search	 My Saved Jobs	 Jobs Notified of Interest
 I got hired	 Comment About REAP	 Account Status	 Download Reports	 Upload Documents
 Views Report	 State Transfer	 Password/ Email	 Help Desk	 Cover Letter

## Administrative Teacher Application Data Transfer

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 **"Login in for Returning Applicants"**
  2. Enter **"User Name and Password"** click **"Next"**
  3. Click **"Home"** or **"Update"** depending on the screen
  4. From applicant home page click the **"My Application"** or **"Update"** depending on screen
  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.

If you're willing to relocate you can transfer applications from one state to another.

**NOTE:** Your application has to be in the ACTIVE status to transfer.)

5. From the Home Page select **"Login in for Returning Applicants"**
6. Enter **"User Name and Password"** click **"Next"**
7. Click **"Home"**
8. From applicant home page click the **"State Transfer"** icon
9. Choose a REAP state from the list
10. Click **"Submit"** 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

## Transfer Application To Another State

## Job Search

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.

From the REAP home page under Search for Jobs

Click on type of position (example: Teaching Positions)

Next enter the criteria for your search and click "Search"

### Teacher Job Listings

**Geographic** All Regions [\(see map\)](#)  
**Position** Classroom Teacher  
**Subject Area** Agriculture  
**Keywords** Optional

REAP found **2 Classroom Teacher** positions for subject area **Agriculture**.

Expand Descriptions

#	Position	Employer/Location	Date	Save Job
1	<a href="#">Classroom Teacher / Agriculture</a> Certificate: Agricultural Education <input type="checkbox"/> Expand	West Platte Co R-II Weston, MO 64098 <a href="#">View Map</a>	Apr 24 13	<a href="#">Add</a>

Click on Position Name or Expand to learn more about the posting

Depending on how the HR office wishes to be notified, you can respond to the job posting in one of three ways.



Call them if phone number is provided

Click on the icon for Notify District I'm Interested

Email if provided (see below)

### Classroom Teacher - Test School

**Position:** Classroom Teacher  
**Subject Area:** Activities  
**Beginning:** Jun 06, 2013  
**Deadline:** Jul 05, 2013\*\*  
**Certificate:** Agricultural Education  
**District:** [Test School](#)  
**City, State Zip:** St. Louis, MO 63146  
**Telephone:** 314-692-1223  
**Email:** [tbaker@cspd.org](mailto:tbaker@cspd.org)

↑



To search a particular school district  
 From the REAP home page under Search for Jobs  
 Click on "Search by Districts"  
 Next enter the criteria for your search and click "Submit Query"

### School Districts Search

**Choose Region:**  ▼

**School District:**  ▼

**Jobs updated since**

**NOTE:** To the far right side of the job listing is the Add icon. This is a job posting management tool. If your job posting query results in a large number of listings you click the "Add" button and create a list of save jobs.

From the applicant home page click on "My Save Jobs" icon. All the jobs you added will be on your list.

The list is from the live job postings and you can Review, Notify I'M Interest, email to respond to any of the postings as you would from the job search list.

2	<a href="#">Director</a>	Cooperating School Districts St Louis, MO 63146	May 16 13	<a href="#">Add</a>
	Expand	<a href="#">View Map</a>		

From the applicant home page click on "My Save Jobs" icon. All the jobs you added will be on your list. The list is from the live job postings and you can Review, Notify I'M Interest, email to respond to any of the postings as you would from the job search list.

## My Saved Jobs List

**Job Postings you have added to your Saved Jobs List within last 60 days.**

#	Position	Employer/Location	Date	Action
1	<a href="#">Director</a>	South City Preparatory Academy St. Louis, MO 63118	May 20 13	<a href="#">Remove</a>
	Expand	<a href="#">View Map</a>		

To help locate school districts geographically, the region name is listed next to the district name on the participating school districts lists. This should make it easier to determine the location of a particular school district. (Example below)

To view the Participating School Districts list:

From the REAP home page under Search for Jobs

Click on "Participating Districts"

[Boonville R-I \(Mid Missouri\)](#)  
[Bowling Green R-I \(Upper Missouri\)](#)  
[Brentwood School District \(St. Louis, MO\)](#)

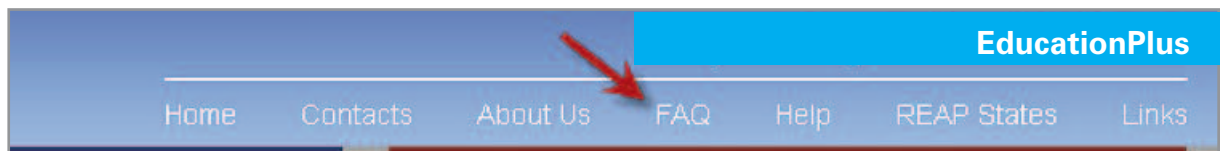
To view frequently asked questions:

From the REAP home page

Click on "FAQ" (located across the top of the screen)

Click on "FAQ's for Applicants"

If you don't find the answer to your question, email [admin@reapmail.net](mailto:admin@reapmail.net) , call 314-692-1205 or 800-288-8115 and the REAP Help Desk staff will be glad to assist you.



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

**Email: [admin@reapmail.net](mailto:admin@reapmail.net)**

**Fax: (314) 692-1297**