



To: Applicants
 From: The REAP Team
 RE: Helpful Tips

Greetings REAP members! As we approach the holiday season, the REAP Team has some announcements for you as well as a tip to help improve your REAP experience.

Announcements:

1. Monthly Server Backup: The first weekend of each month, our IT Department performs a routine monthly backup of the servers, please plan accordingly as this may affect your ability to access REAP.

DECEMBER 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

REAP STATES

- Connecticut
- Iowa
- Kentucky
- Michigan
- Missouri
- New Mexico
- Ohio
- Pennsylvania
- Texas
- U.S. REAP

HELP DESK:

Call:
 314-692-1205
 1-800-288-8115

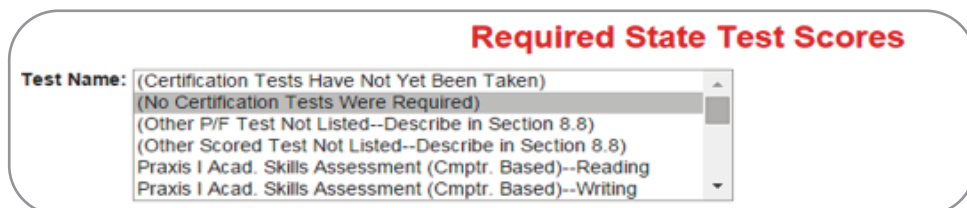
e-mail:
 Help Desk
 admin@reapmail.net

Fax:
 314-692-1297

2. Convertfiles.com: We have added a link to Convertfiles.com on each of our REAP states' "Links" page. Convertfiles.com is a website that allows users to convert almost any text based document (.docx, .txt, jpeg) over to the PDF format, which is required to upload documents to REAP. Note: Convertfiles.com is a third party website and not associated with Education Plus, our parent company.

Tips:

1. If you're not a teacher but must complete the teacher/instructional support application type (social workers, school nurses, counselors, etc.), you may type in "N/A" or "Not Applicable" in subsections 5.2 (Student Teaching Experience) and 5.3 (K-12 Teaching Experience) and then click on "next".
2. If you are prompted to enter certified Teacher's state test scores, but you are not a certified state teacher, click on "add a test", then click on "No Certification Tests Were Required" (see image below)



3. If you are prompted to answer essay questions that are for educators, but you are not an educator, you may respond by typing in "N/A" or "Not Applicable" (See image below).

Essay Question

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 on this page.

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

Please include the topic chosen as the first line of your essay.

N/A

3/3000 maximum
Limit your answer to 3000 characters or less

[NEXT](#)

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4. Current Employer Privacy - If you do not wish for your current employer to view your application:

1. Log in to your REAP account.
2. Click on "My Home".
3. On the left hand side of your screen, click on subsection 2 "job preferences"
4. In the center of the screen, click on 5 "Current Employer"
5. Select "yes" for question 1.
6. Select the region you currently work in.

It is our sincere hope that the information that REAP Notes provides helps to make searching for positions on REAP an even better experience for applicants. We strive for continuous improvement and appreciate your feedback and suggestions. Enjoy your winter break!

Best Regards,
Your REAP Team