



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

Greetings REAP members, and Happy New Year. We hope you are experiencing a wonderful winter! We have some announcements and tips that should prove helpful to you:

REAP STATES

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

Missouri Content Assessment Codes Added (Missouri only)

According to the Missouri Department of Elementary and Secondary Education (DESE), the Missouri Content Assessments replaced the Praxis II Content Assessments beginning on September 2, 2014. Due to this, Missouri Content Assessment (MOCA) Codes have been added to MOREAP for recent graduates. PRAXIS II codes are still listed as well for graduates that took the PRAXIS when it was a requirement. Important note - according to DESE, students currently enrolled in a state-approved Missouri educator preparation program who have passed the Praxis II Content Assessment on or before August 31, 2014, will be allowed to use their score until December 31, 2016. Visit the DESE website for further details - <https://dese.mo.gov/educator-quality/missouri-content-area-exams>.

Converting Files to PDF

We no longer promote the use of convertfiles.com for converting documents into PDF's. Please use the following instructions if you would like to convert files to a PDF:

From Microsoft Word

1. Download Adobe Reader. Here is the link: <https://get.adobe.com/reader/>
2. Open desired document in Microsoft Word
3. Click on File, click on "Save as"
4. Click on "Save as Type".
5. Select "PDF"
6. Click "Save"

It is also possible to scan documents with a scanner and then have them converted to a PDF, with the appropriate software (which can vary). If you have tried the above instructions and still need assistance with converting a document to a PDF or re-sizing, contact us and we will be glad to assist you.

Standard Applications and Full Detailed Reports

It is possible to view or print a copy of your application whenever you wish. There are two types of applications you may access: a standard application or a full detailed report. The differences are explained below:

Standard Application – A summary of the data you entered into your REAP application. It is how HR will view your application (note: displays K-12 work experience, but does not display "Other Work Experience". Rest assured, employers see Other Work Experience in what's called the Executive Summary on their end).

Full Detailed Report – Includes everything you entered while filling out the REAP application in a screen by screen summary and it is generally not available to schools.

HELP DESK:

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

e-mail:
Help Desk
admin@reapmail.net

Fax:
314-692-1297



How to access standard applications and full detailed reports:

1. Complete your REAP application and do a final submission.
2. Sign in to REAP
3. Click on “My Home”.
4. Click on “Download Reports” Icon (see illustration below).
5. Select “Application Form” for the standard application or “Full Detail Report”.

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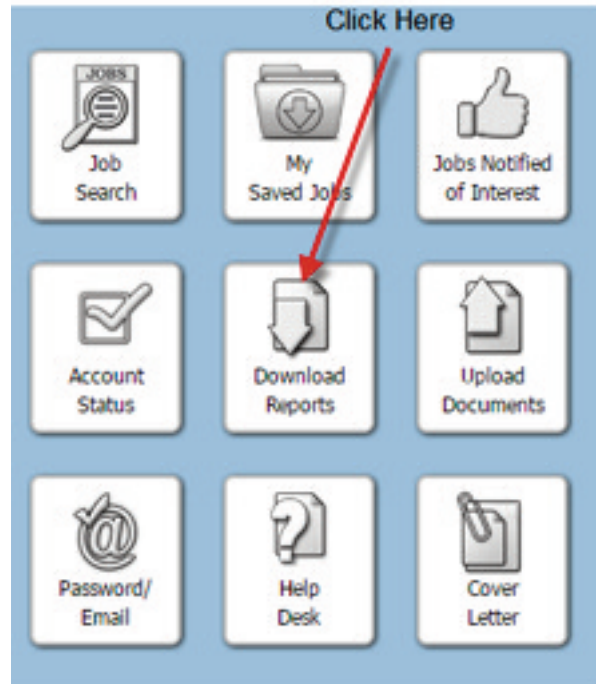
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 **REAP Reports**

[Click here for your standard application](#)

[Application Form](#) ←

(This form is created from the data you entered into the REAP system. It is how school HR departments will view your information.)
We are providing this report because applicants wish to see what the school districts see. If you have made any changes to your application during this session, the updates you made will not appear on this report until you do a Final Submission and return to this screen.

[Full Detail Report](#)

(This is the same report available to you through the "Final Submission" process. It represents a screen by screen summary of the data you have entered. It is not generally available to schools.)

We hope that the information that REAP Notes provides helps to make searching for positions on REAP an even better experience for applicants. As always, we strive for continuous improvement and appreciate your feedback and suggestions.

Best Regards,
Your REAP Team