REAP APPLICATION GUIDE

REAP

Regional Education Applicant Program
www.moreap.net
Revised July 2024

Table of Contents

NOTE: Examples provided in this guide are from the teacher application but the basic instructions apply for all applicants.

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.

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 later. 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.

Getting Started

Before getting started, we recommend you look 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. 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

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)

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)

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

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)
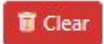- Important Information

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	01/2017 - 08/2020	✎ 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.

Job Preferences

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?)

Subsection 2.1: Job Preferences

Enter 1 to 10 Positions for which you would like to apply
(in order of preference)

	Position Name	Grade Levels	Actions		
1	Early Childhood Education (Pre-Kindergarten)	Pre-Kindergarten _to_ Pre-Kindergarten	✏ Edit	🗑 Clear	
2	Grade 4	Fourth Grade _to_ Fourth Grade	✏ Edit	🗑 Clear	↑ Move
3	(???)	(???) _to_ (???)	✏ Edit	🗑 Clear	↑ Move
4	None		⊕ Add		
5	None		⊕ Add		

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.

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.

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Activity Preferences

Activity Preferences

From the Job Preference subsection menu Click on **"Activity Preferences"**
Click on the first **"Add"** button (see below)
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.

	Activity Name	Grade Levels	Actions
1	Art Club	(???) To (???)	✏ Edit 🗑 Clear
2	None		➕ Add

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

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

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

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

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.

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.

Subsection 3.2: Anticipated Certificates - Missouri

1. Educational Certificate(s) from Missouri you expect to earn within one semester:

1	Certificate Name	(???)			
	Grade Levels	(???)	to	(???)	
	Date Anticipated	(???)	2023		

Missouri Educational Certifications

(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)

Choosing from the pull down menus, enter your state certificates held. Click **"Next"** to save. Repeat up to 10 times. (See example)

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

	Certificate Name	Grade Levels	Actions
1	Admin- Elementary Principal	Kindergarten *To* Fifth Grade	✎ Edit 🗑 Clear
2	None		● Add

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.

Education Questions

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

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

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.

Employment Questions

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

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

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

District Name	School Name	Subjects Taught	Actions
1		✏ Subjects ⁰	✏ Edit 🗑 Clear

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.

District Name	School Name	Subjects Taught	Actions
None			⊕ Add

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

Other Work Experience

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

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	(???) ⌄	0	○ Yes ○ No

College Activities

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

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.	Enter honor name	Enter college name	(???) ⌄	2023 ⌄
2.	Enter honor name	Enter college name	(???) ⌄	2023 ⌄

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Professional Organizations

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			Date		
	Organization	Enter Organization name	Beginning	(???) ˅	2023 ˅
1.	Chapter	Enter Chapter name	Ending	(???) ˅	Present ˅
	Leadership Role	○ Yes ○ No			

Community Organizations

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.

Community Organizations					
	Organization	Enter Organization name	Date Joined	(???) ˅	2023 ˅
1.	City	Enter city name	Leadership Role		
	State	(???) ˅	○ Yes ○ No		

Hobbies and Special Interests

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. Enter Hobby / Special Interest
2. Enter Hobby / Special Interest

Background Information

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

Conviction Questions

Follow same steps as the Employment Questions section. Explain yes answers in question #4.

References

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

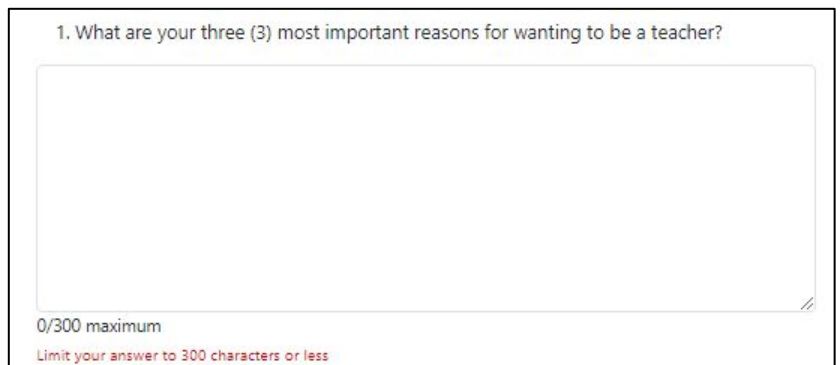# Professional Statements

Professional Statements

Provide expository answers to the questions posed.

"Professional Statement #1"

Enter your answer to question #1 in the box provided. Limit your answer to 300 characters or less

Click **"Next"** to save and advance Repeat the process for questions 2 – 7

Example

"Additional Qualifications & Comments"

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

Required State Test Scores

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

Demographics

Optional

Demographics

Information needed 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.

Essay

May Not Be Required

Essay

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.

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

Cover Letter

May Not Be Required

Cover Letter

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

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

After Final Submission

After Final Submission

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.

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.

Transfer Application to Another State

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.)

1. From the Home Page select **"Login in for Returning Applicants"**
2. Enter **"User Name and Password"** click **"Next"**
3. Click **"Home"**
4. From applicant home page click the **"State Transfer"** icon
5. Choose a REAP state from the list
6. 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

Job Search

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 (map)	St. Louis, MO
Position	Classroom Teacher
Subject Area	Agriculture
Keywords	Optional

Search

REAP found **1 Classroom Teacher** positions for subject area **Agriculture**.

Expand All | Collapse All

#	Position	Employer/Location	Date	Save Job
1	Classroom Teacher / Agriculture Test Position - 1st Position Certificate: Agricultural Education ➕ Expand	Test School St. Louis, MO 63146 📍View Map	**Jul 01** 24	☆ Add

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 four ways.

- Call them if phone number is provided
- Email them if an email address is listed
- Click on the icon to Go to District's Job Posting (see below)
- Click on the icon for Notify District I'm Interested Email if provided (see below)

Classroom Teacher - Test School

Position:	Classroom Teacher
Subject Area:	Agriculture
Job Title:	Test Position - 1st Position
Job Location:	Test School
Beginning:	Jul 01, 2024
Deadline:	Aug 30, 2024**
Certificate:	Agricultural Education
District:	Test School
	St. Louis, MO 63146
Telephone:	314-692-1223
Share:	

Go To District's Job Posting | Notify District I'm Interested **** | Add to My Saved Jobs

Job Description:
Test position

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 "Search"

School Districts Search

Choose Region:	St. Louis, MO
School District:	Bayless School District
Jobs Updated Since:	January / 1 / 2023

Q Search

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.

#	Position	Employer/Location	Date	Save Job
1	Classroom Teacher / Elementary School Classes Kindergarten Teacher Certificate: Early Childhood ➕ Expand	Bayless School District St. Louis, MO 63123 📍View Map	**Jul 01** 24	☆ Add

From the applicant home page click on "My Save Jobs" icon. All the jobs you added will be on your list. You can click any of the saved postings to go to the live posting.

Geographical List of Member School Districts

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"

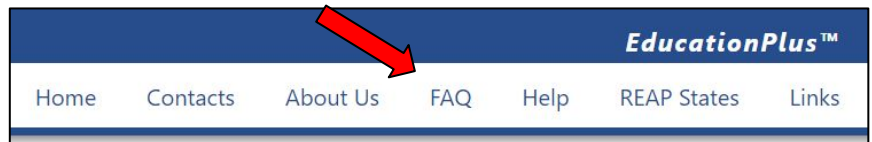Boncl R-X (Upper Missouri)

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, call 314-692-1205 or 800-288-8115 and the REAP Help Desk staff will be glad to assist you.

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