**SEEM COLLABORATIVE**

**EPIMS REPORT FORM**

**Your Name** Click here to enter text.

The Massachusetts Department of Education is launching the Education Personnel Information Management System (EPIMS), requiring all districts to report pertinent information on employee beginning November, 2007.

To this end, all staff is REQUIRED to fill in their information accurately for each of the required EPIMS fields.

The questionnaire should take no more than 15 minutes to complete. All items are required and must be filled in accurately. Any required codes or additional information is available at <http://www.doe.mass.edu/educators/e_license.html>

1. **Last Name** – your full legal last name, **as it** **appears on you teaching license**. You can log in to ELAR to verify your information at <http://www.doe.mass.edu/educators/e_license>

Click here to enter text.

1. **First Name** – your full legal first name; no nicknames, initials or abbreviated names

Click here to enter text.

1. **Middle Name** – your middle name (use NMN for no middle name)

Click here to enter text.

**4. Date of Birth** – Enter the date of birth in the format mm/dd/yyyy (e.g. 05/02/1978)

Click here to enter text.

**5**.  **Gender** – Select [ ]  Female [ ]  Male

1. **License/Certificate Number** – the number assigned by the DOE at the time you registered to obtain your license. All licensed staff must enter this number. You can log in to ELAR to check this information at <http://www.doe.mass.edu/educators/e_license>

 Non-licensed staff should write “00” Not Applicable.

 Cert #1 Click here to enter text.

 Cert #2(if applicable) Click here to enter text.

 Cert #3(if applicable) Click here to enter text.

1. **Date of Hire** – Enter your most recent date of hire to work in the district. For example, you may have worked as a sub in the past but later got hired as a full time teacher September 1, 2005. You will enter, 09/01/2005 as your date of hire. If you don’t know your start date, enter September 1 of the year you started.

Click here to enter text.

1. **Race/Ethnicity** – Optional - Please check the ethnicity that best reflects your understanding of your heritage. Use your best judgment.

 **Ethnicity**

[ ]  Hispanic or Latino

[ ]  Not Hispanic of Latino

 **Race**: (You may select one or more races).

[ ]  American Indian or Alaska Native

[ ]  Asian

[ ]  Black or African American

[ ]  Native Hawaiian or other Pacific Islander

[ ]  White

**The following list pertains to your degrees.**

For each degree you received, you will need to list the degree code, degree subject and the degree institution. Below are the codes for the degrees and subject areas.

You should list your degrees in the order you received them. For example; Degree #1 would be Batchelor’s Degree, **001**, Degree #2 Master’s Degree, **003,** etc. If you do not have a college degree, you should list **000**

Acceptable **Degree Type** Codes are as follows:

**000** – not applicable

**001** – Bachelor’s (Baccalaureate) Degree (e.g. B.A., A.B., B.S.)

**002** – Specialist’s degree (e.g. Ed.S.)

**003** – Master’s Degree (e.g. , M.A., M.S., M.ENG., M.ED., M.S.W., M.B.A.,M.L.S.)

**004** – Doctoral (Doctors) Degree (e.g. Ph.D., Ed.D.)

**005** – First-professional degree other than JD (e.g.,D.C. or D.C.M., D.D.S. or .DM.D.,

 M.D.,O.D.,D.O., D. Phar., Pod.D. or P.P.M., D.V.M., L.L.B. or M.Div., M.H.L., B.D., or

 Ordination

**006** – Juris Doctor (J.D.)

**007** – Associate’s Degree

**014** – Certificate of Advanced Graduate Study (C.A.G.S.)

The following is a list of **Degree Subject** codes. Please list the degrees subject for each degree you received.

|  |  |
| --- | --- |
| DEGREE SUBJECT | DEGREE CODE |
| Not Applicable | 00 |
| American Studies | 01 |
| Anthropology | 02 |
| Visual Art | 03 |
| Astronomy | 04 |
| Biochemistry | 05 |
| Biology | 06 |
| Business/Finance/Economics/Accounting | 07 |
| Chemistry  | 08 |
| Computer Technology  | 09 |
| Drama/Theatre Arts/Dance  | 10 |
| Earth Science/Geology  | 11 |
| English/Literature/Composition  | 14 |
| Foreign Language  | 15 |
| Geography/Government  | 16 |
| Health Education  | 18 |
| History  | 19 |
| Mathematics  | 21 |
| Music  | 22 |
| Nursing  | 23 |
| Philosophy  | 24 |
| Physical Education  | 25 |
| Physics  | 26 |
| Political Science/Sociology  | 27 |
| Psychology  | 28 |
|  Religion  | 29 |
| Special Education  | 30 |
| Education  | 33 |
| Advertising/Marketing  | 34 |
| Aeronautical/Aerospace Science & Engineering  | 35 |
| African/African-American Studies  | 36 |
| Agricultural/Forestry/Horticultural Studies/Wildlife Studies  | 37 |
| Animal/Veterinary Science  | 38 |
| Communication Disorders  | 39 |
| Communications/Journalism/Broadcast/Public Relations  | 40 |
| Culinary Arts  | 41 |
| Criminal Justice/Criminology  | 42 |
| Early Childhood  | 43 |
| Engineering: All Types  | 44 |
| English as a Second Language  | 45 |
| International Relations/Diplomacy  | 46 |
| Liberal Arts  | 47 |
| Library Information Science  | 48 |
| Media Arts/Library/T.V./Radio/Film Production, Design, or Marketing  | 49 |
| Natural Sciences/Ecology/Marine/Environmental  | 50 |
| Pharmaceutical Sciences  | 51 |
| Physical Sciences  | 52 |
| Public Administration/Public Policy  | 53 |
| Law  | 54 |
| Social Work/Guidance/School Counseling  | 55 |
| Interdisciplinary Studies  | 56 |
| Speech Language & Hearing Disorders  | 57 |
| Sports Medicine/Exercise Science/Athletic Training/Recreational Exercise  | 58 |
| Travel and Tourism  | 59 |
| Women Studies  | 60 |
| Other  | 70 |

1. **Degree type #1**. This is the first degree you earned (for example a Bachelor’s Degree). If you do not have a degree you should select “**000”** not applicable.

Degree type #1 code Click here to enter text.

1. **Degree Institute #1.** Write the name of the institute where you obtained your degree:

 Click here to enter text.

1. **Degree subject #1**. Write the subject code from the list above. Write **“00”** if not applicable.

Degree subject #1 code Click here to enter text.

1. **Degree type #2**. This is the first degree you earned (for example a Bachelor’s Degree). If you do not have a degree you should select “**000”** not applicable .

Degree type #2 code Click here to enter text.

1. **Degree Institute #2.** Write the name of the institute where you obtained your degree:

Click here to enter text.

1. **Degree subject #2**. Write the subject code from the list above. Write “**00”** if not applicable

Degree subject #2 code Click here to enter text.

1. **Degree type #3**. This is the first degree you earned (for example a Bachelor’s Degree). If you do not have a degree you should select. “**000”** not applicable

Degree type #3 code Click here to enter text.

1. **Degree Institute #3.** Write the name of the institute where you obtained your degree:

Click here to enter text.

1. **Degree subject #3**. Write the subject code from the list above. Write “**00”** if not applicable

Degree subject #3 code Click here to enter text.

1. School Codes: Check the schools at which you work. Staff working at more than one school

 should check all that apply

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| x | **School** | **School Codes** |
|[ ]  Admin | 05620000 |
|[ ]  Ripley | 05620002 |
|[ ]  Middle | 05620009 |
|[ ]  Campus/Assessment | 05620005 |
|[ ]  Beebe | 05620010 |
|[ ]  Prep | 05620003 |
|[ ]  Deaf and Hard of Hearing | 05620006 |

1. **Full Time Equivalent (FTE)** – Full Time equivalent percentage must be selected below. If you are unsure, please

 check with a supervisor.

 [ ]  1.000 = a full time employee (100%)

 [ ]  0.800 = four days a week (80%)

 [ ]  0.600 = three days a week (60%)

 [ ]  0.500 = ½ time employee (50%)

 [ ]  0.400 = two days a week (40%)

 [ ]  0.200 = one day a week (20%)

If you teach in more than one school, please indicate below the school and the number days.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
|  x | **School** | **Number of Days** |
|[ ]  Admin | Click here to enter text. |
|[ ]  Ripley | Click here to enter text. |
|[ ]  Middle | Click here to enter text. |
|[ ]  Campus/Assessment | Click here to enter text. |
|[ ]  Beebe | Click here to enter text. |
|[ ]  Prep | Click here to enter text. |
|[ ]  DHOH | Click here to enter text. |

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