

Nonpublic Agency Annual Renewal Application



Washington Office of Superintendent of
PUBLIC INSTRUCTION

2021

NONPUBLIC AGENCY ANNUAL RENEWAL APPLICATION

2021

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NONPUBLIC AGENCY ANNUAL RENEWAL APPLICATION

Annual Renewal Application and Approval

WAC 392-172A-04080 through 04110

Overview

An approved nonpublic agency (NPA) must provide an Annual Renewal application to the OSPI Special Education Division and all school districts with whom it contracts each year, following its initial approval and three-year recertifications. (WAC 392-172A-04095).

All NPAs must also promptly notify the OSPI Special Education Division and any school district with which it contracts of any major changes to the program that occur during the approval period, any program changes that may affect the NPA's ability to fulfill the contract, and any complaints against the NPA regarding services to eligible students. (WAC Section 392-172A-04100).

If an approved NPA does not currently have a contract with a Washington school district, the NPA may still choose to submit an Annual Renewal application in order to remain on the state approved list of NPAs. Any approved NPA who does not have a contract with a Washington school district to provide services to eligible students by their three-year recertification date will be removed from the state approved list of NPAs.

Any NPA that fails to submit an Annual Renewal application or is unable to continue to provide services in accordance with NPA assurances and Washington state special education regulations will be considered on "contingent approval" status. OSPI will review the NPA's approval status and the NPA may be removed from the state approved list of NPAs.

Application Process

All approved NPAs must complete and submit an Annual Renewal application form no later than June 1 of each succeeding calendar year, following their initial approval and three-year recertifications, to the OSPI Special Education Division via [email](#) or mail to PO Box 47200, Olympia, WA 98504-7200. The NPA must also provide a copy of the Annual Renewal application to all school district(s) with which they currently hold contract(s). NPAs may obtain the Annual Renewal application form [online](#), from a school district, or from OSPI.

If an NPA has more than one site, it must complete an Annual Renewal application form for each site that will continue to provide special education services.

Application Requirements

A completed Annual Renewal application includes:

- Updated contact information for NPA administrators.
- An updated list of any newly hired special education certificated personnel, certificated teaching and/or licensed related service personnel, and other non-certificated personnel working directly with students.
 - The NPA assures that all new certificated and non-certificated personnel, prior to initiation of service, shall have completed and cleared a state law enforcement and FBI fingerprint check prior to unsupervised contact with students and pursuant to applicable statutes. (Assurance #8, NPA Initial Application). Evidence of background checks for newly hired personnel are to be provided as part of the three-year NPA recertification process.
- Copies of current health, safety, and fire inspections for any new buildings or facilities established since the last initial application or three-year recertification.
- A list of any newly adopted or updated special education policies and procedures. NPAs are not required to submit copies of new policies and procedures, unless requested by OSPI and/or contracting school districts.
- An optional update to school/agency programs and service areas described on the Agency Profile page maintain on OSPI's website.
- A list of Washington school districts with whom the NPA currently contracts and the number of students with each school district receiving special education services. If the NPA contains multiple sites, then include only the students served at the site being submitted for annual renewal. (Note: If an NPA contains multiple sites, then an annual renewal form for each approved site is required).
- A signature from the principal or chief administrator for the NPA, certifying the contents of the annual renewal form and the NPA's commitment to following the NPA assurances contained within the most recent initial application or three-year recertification.

I. NONPUBLIC AGENCY ANNUAL RENEWAL

The Office of Superintendent of Public Instruction (OSPI) grants approval to nonpublic agencies (NPAs) for a three-year period. Approved NPAs are required to submit an annual renewal for each approved site. Completion and submission of this form (with a current *Special Education Personnel Record*) on an annual basis fulfills this requirement. **Failure to submit the annual renewal form to the district(s) and to OSPI by June 1st may result in removal of the NPA applicant from OSPI's list of approved NPAs.**

NPA NAME

SITE NAME (if multiple sites, please complete for each approved location)

Program Changes:

Check any changes in the following areas since OSPI school/agency NPA approval (add additional pages if necessary):

New Chief Administrator or Contact Person

CHIEF ADMINISTRATOR (name, title, and email/phone)

CONTACT PERSON (name, title, and email/phone)

New Personnel – *Please update attached Special Education Personnel Record (new personnel within the past year only)

New Facilities – *Please include copies of most recent applicable fire safety and health/safety inspections

New/Updated Special Education Policies and Procedures

LIST NEW POLICY/PROCEDURE AREAS (please do **NOT** send copies of policies/procedures, unless requested by OSPI or school district)

Updated School/Agency Programs and/or Service Areas – *Please contact OSPI to complete updated Agency Profile

Please list **ALL WASHINGTON** school districts with whom your school/agency currently contract and the number of students with the school district receiving special education services. Note: if multiple sites, list only district students served at site submitted for annual renewal (add/include additional pages as necessary).

II. NPA ASSURANCES

In providing this update, I certify that all components of the most recent initial/three-year recertification application have been reviewed, the school/agency has provided information on all changes, and assure that this program will continue to be conducted in such a manner conforming to all requirements for nonpublic agencies, including the assurances provided with the initial/three-year recertification application.

AUTHORIZED SIGNATURE

DATE

(please print) AUTHORIZED NAME, TITLE, PHONE NUMBER

III. SPECIAL EDUCATION PERSONNEL RECORD

Special Education, defined in WAC 392-172A-01175, must be designed and supervised by qualified special education and related services personnel pursuant to WAC 392-172A-02090.

Please list, or include/attach a list with the information requested below, all personnel who provide/supervise specially designed instruction and related services. Please attach additional pages as needed.

CERTIFIED SPECIAL EDUCATION PERSONNEL ATTACH SUPPORTING DOCUMENTS FOR EACH						
FULL LEGAL NAME	DOB	Washington State or Other Applicable State Certificate Number	Date Issued	Expiration	Type of Certificate*	Area/Endorsement of Certificate**

* Example: Initial, temporary, emergency, and continuing.

** Example: Preschool, elementary, secondary, educational staff associate, early childhood special education, and special education.

Please list, or include/attach a list with the information requested below, all other personnel who are authorized to work with students who currently hold a professional license, certificate, endorsement, or registration. Please attach additional pages as needed.

OTHER ACCREDITED PERSONNEL ATTACH SUPPORTING DOCUMENTS FOR EACH				
FULL LEGAL NAME	DOB	Area (e.g. Mental Health, Physical Therapy)	Credential Number	Expiration

Please list below, or include/attach a list with the information requested below, all other non-accredited personnel who are authorized to work with students at the school/agency. Please attach additional pages as needed.

OTHER NON ACCREDITED PERSONNEL		
FULL LEGAL NAME	DOB	Area (e.g. Paraeducator, Vocational Support, etc.)

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