

Nonpublic Agency Initial Application



Washington Office of Superintendent of
PUBLIC INSTRUCTION

2021

NONPUBLIC AGENCY INITIAL APPLICATION

2021

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Washington Office of Superintendent of
PUBLIC INSTRUCTION

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NONPUBLIC AGENCY INITIAL APPLICATION

Initial Application and Approval

WAC 392-172A-04080 through 04110

Overview

Public school districts in the state of Washington are required to provide a free appropriate public education (FAPE) to students ages 3–21 who are eligible for special education services. If a student’s special education and related services cannot be provided within a given district, the district may submit an Initial Application for approval to the Office of Superintendent of Public Instruction (OSPI) Special Education Division in order to contract with a nonpublic agency (NPA) to provide FAPE in accordance with the Washington State Rules for the Provision of Special Education Services (WAC Chapter 392-172A) and the Individuals with Disabilities Education Act (IDEA).

Districts may also seek authorization from OSPI to contract with other public or private agencies under WAC 392-121-188, when the public or private agency does not meet the criteria for approval under the NPA process, but the district determines that the public or private agency can provide the student with FAPE. **School districts, however, are required in all instances to ensure that each student receives all services specified on the student’s individualized education program (IEP), regardless of who provides the services.**

When a school district contracts with an approved NPA or other public and private agency, the district retains full responsibility for the NPA’s or other public/private agency’s compliance with all applicable state and federal laws. School districts are not permitted to allocate IDEA, Part B funds, or state special education funds, to an NPA for the provision of special education services until the OSPI Special Education Division approves the NPA, an administrative law judge or court has ordered the placement,¹ or the school district follows the procedures under WAC 392-172A-04080(2) to contract with public or private agencies that do not meet the criteria for approval under the NPA process.

An approved NPA has an ongoing obligation to 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. An NPA that is unable to continue to provide services in accordance with state special education regulations will be removed from the state approved list of NPAs.

¹ If the placement for a student is ordered by an administrative law judge or court of competent jurisdiction, the school district will notify OSPI of the order. The private school/agency serving the student is not required to go through the approval process for the ordered placement. If other districts, however, intend to contract with the same private school/agency, the school/agency will have to go through the NPA approval process in order to be included on the list of approved placements.

Application Process

Federal law requires states to have a process for ensuring that students eligible to receive special education services, who are placed in or referred to a private school or facility by a school district or other public agency, are provided special education and related services in conformance with a properly formulated individualized education program (IEP), at no cost to parents; provided an education that meets state standards; and retain all of the rights of an eligible student served by a school district in the state of Washington. (34 CFR §300.146).

OSPI's NPA approval process is outlined in WAC 392-172A-04080 through -04110. The specific steps for initial approval under WAC 392-172A-04090 include:

- Notification, in writing, from a sponsoring school district to the OSPI Special Education Division of its intent to serve a student through a contract with a proposed NPA.
- The sponsoring school district and proposed NPA will review the requirements for the initial NPA process and will complete their respective portions of the initial application for approval.
- The district will submit the completed NPA application with a recommendation for approval or further review, to the OSPI Special Education Division via [email](#) or mail to PO Box 47200, Olympia, WA 98504-7200.
- The OSPI Special Education Division will review the completed initial application to verify all requirements have been met, and if necessary, may also conduct an independent on-site visit.
- The OSPI Special Education Division will approve or disapprove the application and notify the sponsoring district and NPA.

The OSPI Special Education Division makes information regarding currently approved NPAs available to all school districts [on its website](#). **School districts are not required to seek prior approval from OSPI when contracting with an NPA already on the current state approved list.** When contracting with a currently approved NPA for placement, however, school districts must still ensure that the particular NPA is able to provide the services required to meet the unique needs of the student(s) to be served by the NPA.

Application Requirements

If an NPA has more than one site, it must complete an application for **each** site that will provide special education services. A completed Initial Application includes:

- Current contact information for NPA administrators.
- Verification that the proposed NPA is an approved private school by the Washington State Board of Education (SBE). If the NPA is associated with a hospital or treatment facility and is not an approved private school, verification that the program complies with applicable licensing requirements and that the educational component of the facility has staff meeting relevant Washington state certification requirements, including at least one certificated teacher with a state special education endorsement.
 - **For out-of-state NPAs:** verification includes documentation that the NPA meets applicable licensing and/or approval standards for the state in which the NPA is located and is authorized by the state in which the NPA is located (the home

state) to provide special education and related services.

- If the proposed out-of-state NPA has not been approved by the home state, a written explanation of why it is unable to obtain approval in the home state, or the grounds for disapproval in the home state, will be provided. In the event the home state does not have a formal approval process, or there is a basis for the applicant not obtaining approval from the home state, the applicant must meet the requirements under the provisions of WAC 392-172A-04080 through -04105 to be considered for approval in Washington state.
- An agency profile describing the programs and services offered by the NPA for posting on the OSPI Special Education Division [website](#).
- A complete list, with supporting documentation, of current special education certificated personnel, certificated teaching and/or licensed related service personnel, and other non-certificated personnel working directly with students.
- Current (within the past two years) local health/safety and fire inspection forms.
- A completed on-site visit checklist by a sponsoring school district official.
- A signature recommending approval by a sponsoring school district official with whom the NPA has a pending contract for services.
- A signature from the principal or chief administrator for the NPA, certifying the contents of the initial application and the NPA's commitment to all NPA assurances and maintaining approval standards outlined in WAC 392-172A-04080 through -04110.
- Any NPA applicants (in- or out-of-state) subject to sectarian or religious control or influence **are not eligible** for approval in Washington state. The Washington State Constitution requires that all schools maintained or supported wholly, or in part, by public funds shall be forever free from sectarian control or influence (Washington State Constitution, Article 9, Section 4).

Once approved by OSPI, it is the responsibility of the NPA to notify any affected school districts and the OSPI Special Education Division of any major program changes and conditions that affect their ability to continue to provide contracted services to students eligible for special education, and/or any complaints it receives regarding services to eligible students.

OSPI may suspend, revoke, or refuse to renew the approval of an NPA if it fails to maintain the approval standards, violates the rights of students eligible for special education, or refuses to implement any corrective actions ordered by OSPI.

If issues/concerns with an NPA regarding noncompliance with state or federal law arise at any time, the NPA is required to immediately notify all school districts with which it contracts, as well as the OSPI Special Education Division. Districts should also immediately notify OSPI of any concerns arising at any time throughout the contract period. After receiving and reviewing the concern, the OSPI Special Education Division will inform the NPA and the districts of any steps that should be taken to maintain the NPA's continued approval status.

Initial Application and Approval Process

Sequence	Responsible Agency	Task
1	School District	The school district notifies the OSPI Special Education Division of its intent to contract with an agency that is not currently an approved NPA.
2	NPA Applicant	The NPA applicant may obtain the application online , from the school district, or from OSPI.
3	NPA Applicant	The NPA applicant submits a completed application and all documentation to the sponsoring school district initiating the approval process.
4	School District	The school district reviews the application and conducts an on-site review/inspection using the On-Site Checklist (See pages 17–20).
5	School District	The school district forwards the completed application, with all required documentation and the district’s signed recommendation, to the OSPI Special Education Division (See page 9).
6	OSPI	OSPI reviews the application and provides a written letter of approval/disapproval to the agency and school district. If approved, the letter will indicate the length of approval and information about the renewal process.
7	OSPI	OSPI Special Education Division updates the NPA information on its website .

Post-Initial Approval Process

School District	The school district develops a written contract with the NPA. WAC 392-172A-04085 contains a list of minimum required elements.
NPA To be completed prior to June 1 deadline	The NPA submits an Annual Renewal form each year by June 1 to the OSPI Special Education Division to maintain approved status and provides a copy to all contracting school districts. Note: For NPAs approved between January 1 and June 1, the first annual review will be required by June 1 of the following calendar year.
All Parties To be completed prior to June 1 deadline	NPAs must be recertified for approval every three years. The Three-Year Recertification application is submitted to the sponsoring school district well in advance of the annual June 1 deadline, in order to leave ample time for scheduling a site visit. Districts submit completed applications, including a recommendation regarding approval to OSPI, no later than June 1 of the expiration year.

Annual Renewal Requirement

All NPAs must complete and submit an Annual Renewal form no later than June 1 of the succeeding calendar year following their initial approval to the OSPI Special Education Division. The NPA must also provide a copy of the Annual Renewal form to all school district(s) with which they currently hold contract(s). NPAs may obtain the Annual NPA Renewal form [online](#), from the school district, or from OSPI.

Three-Year Recertification Requirement

All NPAs must be recertified every three years in order to maintain approval status. This recertification process is similar to the initial process. NPAs seeking recertification should plan accordingly because the completed three-year recertification application **must be submitted by the district to OSPI no later than June 1 of the year in which the approval period expires**. NPAs may obtain the Three-Year Recertification application [online](#), from the school district, or from OSPI.

Any NPA that fails to submit the Annual Renewal form or the Three-Year Recertification application by June 1 of each succeeding year in which the NPA was initially approved, will be considered as pending approval status. OSPI will review the NPA's approval status and the NPA may be removed from the OSPI approved list.



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 ATTN: SPECIAL EDUCATION
 PO BOX 47200
 OLYMPIA, WA 98504-7200
 Ph: 360-725-6075; TTY: 360-664-3631; npas@k12.wa.us

NONPUBLIC AGENCY (NPA) INITIAL APPLICATION

SECTION I. GENERAL INFORMATION

NPA APPLICANT NAME	PARENT ORGANIZATION – IF ANY
ADMINISTRATIVE ADDRESS	SITE ADDRESS – IF DIFFERENT
TELEPHONE NUMBER	FAX NUMBER
CHIEF ADMINISTRATOR	CONTACT PERSON – IF DIFFERENT
ADMINISTRATOR TITLE/ROLE	CONTACT TITLE/ROLE
ADMINISTRATOR EMAIL ADDRESS	CONTACT EMAIL ADDRESS

- Approved as private school by the Washington State Board of Education
- Licensed Washington agency (attach copy of current license)
 - _____ Department of Social and Health Services
 - _____ Department of Health
 - _____ Other:
- Out-of-state public agency
- Approved out-of-state private school or state-licensed agency/facility

Application Requirements Checklist:

- School/Agency Profile
- Personnel Record
- On-site Visit/Review
- Fire Safety Inspection
- Health & Safety Inspection
- Signed NPA Assurances

SECTION II. SCHOOL DISTRICT RECOMMENDATION

I have reviewed the application, completed a site visit, certified the accuracy of the information, and recommend:

_____ (School/Agency name)

- Meets the requirement for NPA approval.
- Does not meet the requirement for NPA approval (complete comment section below).

SCHOOL DISTRICT NAME	DISTRICT REPRESENTATIVE NAME	EMAIL ADDRESS
TITLE/ROLE	DISTRICT REPRESENTATIVE SIGNATURE	DATE
OSPI SPECIAL EDUCATION DESIGNEE	DATE	

School District Comments:

Note - Information contained on this page will be posted on the OSPI [Special Education Division website](#).

SECTION III. AGENCY PROFILE
NPA NAME
SCHOOL/AGENCY ADDRESS
SCHOOL/AGENCY MAILING ADDRESS, IF DIFFERENT

SCHOOL/PROGRAM CHARACTERISTICS

Check all that apply:

- | | | |
|--|---|---|
| <input type="checkbox"/> Art therapy
<input type="checkbox"/> Audiology
<input type="checkbox"/> Adaptive physical education
<input type="checkbox"/> Assistive/adaptive technology
<input type="checkbox"/> Behavioral management
<input type="checkbox"/> Bilingual/ESL services
<input type="checkbox"/> Childcare
<input type="checkbox"/> Hard of hearing/deaf education
<input type="checkbox"/> Leisure education
<input type="checkbox"/> Medical/health services | <input type="checkbox"/> Mental health services
<input type="checkbox"/> Mentoring
<input type="checkbox"/> Music therapy
<input type="checkbox"/> Orientation and mobility
<input type="checkbox"/> Occupational therapy
<input type="checkbox"/> Parent counseling and training
<input type="checkbox"/> Physical therapy
<input type="checkbox"/> Psychological services
<input type="checkbox"/> Respite care
<input type="checkbox"/> Self-help/life skills | <input type="checkbox"/> Student counseling
<input type="checkbox"/> Social work
<input type="checkbox"/> Speech/language therapy
<input type="checkbox"/> Therapeutic foster care
<input type="checkbox"/> Therapeutic recreation
<input type="checkbox"/> Transportation
<input type="checkbox"/> Vision services
<input type="checkbox"/> Vocational/assessment
<input type="checkbox"/> Vocational/career training
<input type="checkbox"/> Vocational/transitional services
<input type="checkbox"/> Other _____ |
|--|---|---|

Check all that apply:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Day school
<input type="checkbox"/> Residential school/facility
<input type="checkbox"/> Hospital/treatment facility | <input type="checkbox"/> Preschool/childcare facility
<input type="checkbox"/> Developmental center
<input type="checkbox"/> Vocational training center | <input type="checkbox"/> Other _____ |
|---|---|--------------------------------------|

Briefly describe any other program/service characteristics not covered above.

STUDENT POPULATION

<i>Please do not report on children ages birth–2</i>	Ages:	3–5	6–12	13–17	18–21
Total number of students served:					
Total number of students served through contracts with Washington school district to provide FAPE:					

SCHOOL/AGENCY CONTACT

PRIMARY CONTACT & TITLE	SECONDARY CONTACT & TITLE – <i>if different</i>
PRIMARY TELEPHONE	SECONDARY TELEPHONE – <i>if different</i>
PRIMARY EMAIL ADDRESS	SECONDARY EMAIL ADDRESS – <i>if different</i>
SCHOOL/AGENCY WEBSITE	

Information current as of

SECTION IV. NPA ASSURANCES

1. The NPA assures that it has financial safeguards in place to track revenues and expenditures associated with contracted placements to ensure that they are used for the students for whom they are contracted. The NPA further assures that it will obtain a financial audit from an independent accredited accountant **within one year of approval** as an NPA and will provide a copy of the audit to the Office of Superintendent of Public Instruction (OSPI) and any contracting school districts. The audit will address the agency's allocation methods in order to show that revenues provided by districts are being used to benefit the students for whom they are contracted. The NPA assures that it will obtain an independent audit at least every three years thereafter. OSPI reserves the right to request an audit at any time should the need arise during the agency's tenure as an NPA.
2. The agency is free from sectarian control or influence. No public funds shall be used to benefit any church or religious school or to support any religious instruction, religious worship, or religious practice. (Article 9, Section 4 Washington State Constitution).
3. Services are provided in facilities that meet the Americans with Disabilities Act (ADA) standards for public access and have successfully passed a current and official local health, and safety and fire inspection (forms attached). All facilities and sites are safe and secure for students and conducive to learning.
4. The NPA will coordinate with the contracting school district(s) to initiate and convene IEP team meetings. Changes to IEPs must follow procedures for IEP revisions or amendments and in accordance with its contract(s) with school districts and with WAC 392-172A-04085.
5. The NPA will coordinate with the contracting school district(s) for any needed reevaluations in accordance with reevaluation procedures (WAC 392-172A-03010 through 03080), with its contract(s) with school districts and WAC 392-172A-04085.
6. The NPA will coordinate with the contracting school district(s) to provide an opportunity for students to participate in applicable Washington state and local district testing/assessments and an opportunity to fulfill the requirements to receive a Washington state diploma from the contracting school district(s).
7. The NPA will employ or contract with certificated staff, including special education and/or related services staff and non-certificated staff that meet personnel standards described in WAC 392-172A-02090.
8. Each certificated and non-certificated employee or volunteer, 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.
9. The NPA will maintain written policies and procedures regarding service provision and hiring practices in accordance with applicable federal and state requirements, e.g., nondiscrimination, procedural safeguard notification, convening of IEP meetings, need for IEP changes, need for coordination of student reevaluations.
10. The NPA will adhere to Washington state regulations (WAC 392-172A-02105 through WAC 392-172A-02110) regarding the use of isolation and/or restraint.
11. The NPA will collect and report information on student(s) for whom they have contracted services to the respective contracting school district(s), including (but not limited to) information required under Washington state regulations related to the use of isolation and restraint, parental notification, and student discipline.
12. The confidentiality of student educational records shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). (34 CFR, Part 99 and WAC 392-172A-05225).
13. The NPA shall notify the contracting school district(s) and OSPI of any written complaint(s) related to service delivery regarding the student for whom they have contracted services.

ASSURANCES (cont.)

- 14. The NPA shall notify the contracting school district(s) and OSPI of any changes that would affect the NPA's ability to continue to provide services to students eligible for special education.
- 15. The NPA's policies and procedures are accessible to parents/guardians of children who receive services from the approved NPA.
- 16. The NPA shall provide the contracting school district(s) with all educational records maintained by the NPA on behalf of a contracted student.

I certify that I am the principal or chief administrator of the named NPA applicant and that said applicant is located at the address given.

Furthermore, I certify that I have read and understand each statement above and assure that this program will be conducted in a manner that conforms to the assurances, to the requirements under the IDEA, and to the contract with the district(s).

AUTHORIZED SIGNATURE

DATE

AUTHORIZED NAME

AUTHORIZED TITLE

TELEPHONE NUMBER

EMAIL ADDRESS

V. SPECIAL EDUCATION PERSONNEL RECORD

Special Education, as 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

VI. FIRE INSPECTION

This form is provided for your convenience and the convenience of the appropriate fire authorities. This form may be used to verify that the NPA applicant school/facility meets minimum fire and life safety standards.* A report or form from the appropriate fire jurisdiction official indicating compliance with applicable fire and life safety regulations may be submitted in lieu of this form.

If the NPA applicant is currently approved as a private school by the Washington State Board of Education or is licensed by the Washington Department of Health or Department of Social and Health Services (e.g., childcare center, residential treatment facility, hospital, etc.) and such approval/license requires inspection to comply with fire and life safety codes, then a copy of such approval/license may be submitted with the application in lieu of this fire inspection form.

For All Out-of-State NPA Applicants: Please attach/submit verification from the local fire safety jurisdiction in your state. This form may be used as verification if no verification report/form is provided. A copy of any approval/license in your state, which requires compliance with fire and life safety codes, may be submitted with the application in lieu of this fire inspection form. Please indicate the applicable state law/regulation for any approval/licensure within your state.

Note to All NPA Applicants: If deficiencies were noted during the inspection, a signed copy of the deficiency correction notice must also be attached.

NPA APPLICANT NAME	CHIEF ADMINISTRATOR
LOCATION/SITE ADDRESS	MAILING ADDRESS (if different)
TELEPHONE NUMBER	EMAIL/FAX NUMBER

INSPECTOR VERIFICATION

If the NPA applicant has multiple sites, each site where services will be delivered to the student(s) via the contract with the school district must be inspected.

The below named facility is in compliance with and meets the minimum fire and life safety standards adopted by the state of Washington as outlined in RCW 19.27.

SIGNATURE	DATE	TITLE	
PRINTED NAME	FIRE DISTRICT	NEXT INSPECTION DUE	

- * If your school/agency service location is in an area of Washington that does not have access to local fire authority personnel, you may contact the Washington State Fire Marshall's Office to arrange for a facility fire inspection at 360-596-3900 or by [email](#).

VII. HEALTH/SAFETY INSPECTION

This form is provided for your convenience and the convenience of the local health department staff. This form may be used to verify that the NPA applicant school/facility meets reasonable standards of local health and safety regulations.* A letter or form from the appropriate health department official indicating compliance with health regulations may be submitted in lieu of this form.

If the NPA applicant is currently approved as a private school by the Washington State Board of Education or is licensed by the Washington Department of Health or Department of Social and Health Services (e.g. residential treatment facility, hospital, etc.) and such approval/license requires inspection to comply with health and safety regulations, then a copy of such approval/license may be submitted with the application in lieu of this health inspection form.

For All Out-of-State NPA Applicants: Please attach/submit verification from the local health and safety authority in your state. This form may be used as verification if no verification report/form is provided. A copy of any approval/license in your state, which requires compliance with health and safety regulations, may be submitted with the application in lieu of this health and safety inspection form. Please indicate the applicable state law/regulation for any approval/licensure within your state.

Note to All NPA Applicants: If deficiencies were noted during the inspection, please attach a signed copy of the deficiency correction notice must also be attached.

NPA APPLICANT NAME	CHIEF ADMINISTRATOR
LOCATION/SITE ADDRESS	MAILING ADDRESS (if different)
TELEPHONE NUMBER	EMAIL/FAX NUMBER

INSPECTOR VERIFICATION

If the NPA applicant has multiple sites, each site where services will be delivered to the student(s) via the contract with the school district must be inspected.

On the basis of applicable health and safety regulations, I certify that the facility identified above has been inspected by the local health and safety authority. The facility has been found to meet the minimum health and safety requirements as set forth by the state of Washington (WAC 246-215).

SIGNATURE	DATE	TITLE
PRINTED NAME	HEALTH DISTRICT	NEXT INSPECTION DUE

* To locate local health department personnel to provide an inspection, call the Washington State Department of Health at 360-236-4501 or by [email](#).

VIII. INITIAL ON SITE VISIT CHECKLIST
(ALL CHECKLIST ITEMS MUST BE VISUALLY VERIFIED BY A SCHOOL DISTRICT OFFICIAL)

Nonpublic Agency Applicant: _____
 Site Name (if multiple sites): _____
 Reviewing School District: _____ Date of Site Visit: _____
 Site Visit Conducted by: (print name) _____ (signature) _____

I. NPA applicant is in good fiscal standing.

INDICATOR	VERIFIED BY DISTRICT	IF UNABLE TO VERIFY, must give reasons. Additional comments should also be included to assist in determination for approval/disapproval
<p>A. Evidence that the applicant has fiscal controls and practices in place to ensure that funds will be used for the specified purposes, including:</p> <ul style="list-style-type: none"> i. Evidence of a recently completed external independent audit (or comparable process) which meets generally accepted accounting practices. ii. Assurances that contract funds will support specific student placement. iii. Assurances that applicant will obtain a financial audit from an independent accredited accountant within one year of approval as an NPA. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

II. NPA applicant’s physical facility is safe and healthy for students (children/youth).

INDICATOR	VERIFIED BY DISTRICT	COMMENTS
<p>A. Documentation of a successful fire inspection.</p> <p>i. <u>If no</u>, a plan is in place to remedy findings with timelines.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(If no, please attach plan/timeline for addressing findings.)</p>	
<p>B. Documentation of a successful health and safety inspection.</p> <p>i. <u>If no</u>, a plan is in place to remedy findings with timelines.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(If no, please attach plan/timeline for addressing findings.)</p>	

III. NPA applicant has written program policies and procedures in place and is free of religious influence/practices.

INDICATOR	VERIFIED BY DISTRICT	COMMENTS
<p>A. Evidence of current written policies and procedures regarding special education and related services consistent with Washington state regulations.</p> <p>i. <u>If no</u>, evidence of plan or agreement to adopt/follow contracted local educational agency policy and procedures.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(If no, please explain and attach copy of agreement.)</p>	
<p>B. No evidence or reflection of religious control or influence in purpose, governance, or daily operations.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

IV. NPA applicant safeguards confidentiality of students receiving special education services.

INDICATOR	VERIFIED BY DISTRICT	COMMENTS
A. Evidence of written policies pertaining to student records.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
B. Physical student files/records stored in secure area (e.g., cabinets).	Yes <input type="checkbox"/> No <input type="checkbox"/>	
C. Security measures in place for digital/cloud-based files/records.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
D. Any duplicate files are stored securely to maintain confidentiality.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

V. NPA applicant employs qualified staff.

INDICATOR	VERIFIED BY DISTRICT	COMMENTS
<p>A. For NPA applicants located in Washington state:</p> <p>i. Evidence of current Washington state certificates/endorsements and credentials as appropriate to staff assignment; and/or</p> <p>ii. Evidence of an appropriately credentialed individual(s) supervising non-certified/non-endorsed staff.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please explain and/or attach supervision plan.)</p>	

<p>B. For out-of-state NPA applicants:</p> <p>i. Evidence of current state credentials, as appropriate to staff assignments; and/or</p> <p>ii. Evidence of an appropriately credentialed individual(s) supervising non-certified/non-endorsed staff.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(Please attach copies of applicable certificates.)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(If no, please explain and/or attach supervision plan.)</p>	
<p>C. Evidence that non-certified staff meet standards in WAC 392-172A-02090 or standards within their respective state.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>D. Evidence of state patrol background checks and FBI fingerprint checks completed and cleared on all:</p> <ul style="list-style-type: none"> • certified staff; • non-certified staff; • volunteers who have unsupervised contact with students. <p>Out-of-state: Must meet the same standard as Washington state.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

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