

NPA Three-Year Reauthorization Checklist

(for use by current NPAs seeking reauthorization to continue NPA status)

Materials requested below are for the past school year, unless specified differently in the list below. Please prepare PDFs of all documents if possible. Excel Spreadsheets are acceptable for reporting documentation.

- ☐ **Step One:** Completed [Annual NPA Renewal Application](#) (available on OSPI website)

After completing the Annual NPA Renewal Application, please provide OSPI the following additional documentation for review to reauthorize NPA status. All reauthorization materials can be sent to npas@k12.wa.us.

Administration

- ☐ Current copy of all applicable licensures (e.g., State Department of Education, Department of Health, all etc.)
- ☐ (For out-of-state applications only) – Copy of NPA status letter (or equivalent) for the provision of special education services in home state
- ☐ Copies of all Letters of Certification (e.g., JACO, COGNIA, CARF) (Note: These are not required but can provide support for reauthorization)
- ☐ Copies of Parent Handbook and/or Student Handbook (or equivalent, if available)
- ☐ Policies and Procedures:
 - ☐ Copy of table of contents/index of all current policies and procedures; and,
 - ☐ (If applicable) Copies of any policy/procedure updated within the last 3 years specifically related to Student Attendance; Standards for Enrollment; Behavioral Support and Management; Use of Restraint and Isolation; Critical Incidents; and Provision of Special Education Services

Hiring and Onboarding

- ☐ Updated full list of certificated personnel *only*; including at a minimum:
 - ☐ Special Education Personnel Record for all staff who provide/supervise specially designed instruction and related services, including copies of certifications for all non-Washington licensures
 - ☐ Special Education Personnel Records for all Other Accredited Personnel (e.g., Mental Health, PT, OT, SLP), including copies of certifications for all non-Washington licensures

(Note: The NPA can use its own reporting format or the sample fillable [Special Education Personnel Record](#) available on the OSPI website)

NPA Three-Year Reauthorization Checklist (continued)

Fiscal

- ☐ Independent Fiscal Audit within the last 3 years (Note: If there is no fiscal audit, then submit the names and titles of CFO and the Board of Directors along with the last 4 quarterly reports. School/facility may also alternatively include an independent statement from an outside accounting firm, if available.)

Physical Facilities

- ☐ Current Washington State Board of Education approval (*if yes, then NPA may skip remaining items*)
- ☐ Copy of record/log of at least one recent school safety drill (e.g., fire/earthquake drills, critical incident, lockdown situations, handling intruders, managing student pick-up/drop-off, elopement, etc.)
- ☐ The most recent local Fire Inspection
- ☐ The most recent local Health Inspection and/or Department of Health approval

OSPI Reauthorization Onsite Review Visit Prep Checklist

OSPI is required to complete an onsite review visit for NPA reauthorization. (Note: It is possible a sponsoring school district may also participate). Please stay in contact with OSPI to schedule the onsite visit and prepare/plan, at a minimum, for the following agenda:

- ☐ An interview/conversation with the Director or onsite Principal regarding general supervision, expectations for regular communication with school districts, and continuing to provide a safe and appropriate learning environment for students; including:
 - ☐ A detailed review of [NPA Assurances](#) (available on OSPI website)
 - ☐ An update on any major changes at the NPA regarding the provision of services to students (e.g., changes in NPA leadership; new facilities, adding or eliminating services; changes to the type(s) of programs and/or curriculum available; changes to any policy or procedure affecting contracts with school districts and/or procedural safeguards for students and families, etc.)
- ☐ An observation/tour of the learning environment
- ☐ An interview/conversation with a Special Education Teacher/Supervisor
- ☐ An interview/conversation with a Counselor/Clinical Supervisor or Behavioral Support Supervisor/Trainer (as appropriate based on whether the NPA provides services related to behavioral management and student support)

(Note: Conversations may overlap and/or take place at one meeting with multiple personnel present, as appropriate, to minimize disruption to the NPA's daily schedule)