

Initial NPA Authorization Desk Review Checklist

(for joint use by entities working with a sponsoring school district to place a student)



Materials provided are for the past year unless specified differently in the list below. Policies and procedures should be dated noting the date of the last update. Please provide PDFs of all documents. Excel Spreadsheets are acceptable for Hiring and Onboarding documentation.

Initial Application

- ☐ Completed NPA Initial Application (available via [OSPI NPA website](#))
- ☐ Acknowledgment that [NPA Assurances](#) have been provided – note: Assurances will be reviewed by OSPI and signed confirmation obtained during OSPI onsite visit for full NPA approval

Administration

- ☐ Copy of applicable state operational licensure/certification
- ☐ Copy of NPA status letter for home state and/or at least one other state (out-of-state applications only)
- ☐ Copy of all available Letters of Certification (e.g., JACO, COGNIA, CARF, State Department of Education) to support application
- ☐ Number of students by state (include age, grade, and district when possible)
- ☐ Policies and/or Procedures – priority areas: Index/Table of Contents; Attendance; Restraint/Isolation; Critical Incidents; Behavior Management/De-escalation; Discipline; and Standards for Enrollment/Admissions
- ☐ Parent Handbook and/or Student Handbook (or something similar if used)
- ☐ Reports
 - ☐ Sample IEP Progress Report (or something similar sent to parents and districts)
 - ☐ Sample student restraint/isolation report (if applicable)
 - ☐ Sample student safety plan (if applicable)
 - ☐ Sample “critical incident” report (or something similar if used)
 - ☐ Aggregated data reports on restraint/isolation and critical incidents
 - ☐ Aggregated data reports on student attendance and student discipline

Hiring and Onboarding

- ☐ List of *all* special services personnel including the following staff:
 - ☐ 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 prospective NPA can use its own reporting format or the sample fillable [Special Education Personnel Record](#) available on the [OSPI website](#))

Initial NPA Checklist *(Continued)*

- ☐ List of annual training topics and/or training calendar – may include ongoing professional development, records of new staff onboarding standards, safety/crisis response training, restraint/isolation training, behavior management and de-escalation training
- ☐ Assurance that all staff credentials are up to date and all background checks for new hires have been completed in accordance with prospective NPA's policies

Physical Facilities

- ☐ Washington State Board of Education Approved (if yes, skip remainder of section)
- ☐ Copy of records/logs of at least one school safety drills (fire, earthquake, critical incident, etc.)
- ☐ Most recent Health, Safety, and Fire Inspection – if included as part of state operational licensure or certification, please provide evidence or citation to applicable state rules

Fiscal

- ☐ Independent Fiscal Audit within the last 3 years – if there is no fiscal audit, then prospective schools/facilities may also alternatively include an independent agreed-upon procedural attestation from an outside accounting firm; or may also submit the names and titles of the CFO and the Board of Directors along with the last 4 quarterly reports)
- ☐ Copy of fiscal oversight policies – priority areas: billing methods; how to resolve billing disputes/discrepancies; contract termination procedures
- ☐ Sample blank NPA Contract template (if using NPA contract) or copy of current proposed/executed school district contract

Preparation for Onsite Review

An onsite review by at least one sponsoring school district and an OSPI representative is required. These visits may or may not be scheduled at the same time. Please work with the sponsoring school district to schedule the onsite visit and prepare, at a minimum, to include the following:

- ☐ An interview/conversation with the Director/Chief Administrator and/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
- ☐ 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 Manager/Trainer (as appropriate based on behavioral management and student support services provided)
- ☐ Interview/conversation with Director of Security or similar position (if different from above)
- ☐ Interview/conversation with Residential Facilities Manager or similar position (if applicable)
- ☐ Interview/conversation with CFO and/or Director of Finance, and/or Contracts Manager

The OSPI onsite review will focus on operational questions, working relationships with Washington school districts, and reviewing/agreeing to the [NPA Assurances](#) with the Director/Chief Administrator and/or onsite Principal. Questions will be sent ahead of the scheduled visit whenever possible.