

**PRIVATE SPECIAL EDUCATION SCHOOLS AND RESIDENTIAL
TREATMENT CENTERS
ANNUAL APPLICATION FOR APPROVAL 2013-2014
INSTRUCTIONS FOR COMPLETION**

- 1) Print "Instructions" and "Required Documents."
- 2) Download the application to your computer and save as a Word Document.
- 3) Complete application form as required. Be sure to address each item fully.
- 4) Be sure to indicate all disability categories you intend to accept and serve--failure to do so causes many problems for the sending district and may interfere with their ability to receive funding.
- 5) Be sure to indicate all grade levels you intend to accept and serve--failure to do so can also cause many problems for the sending district and may interfere with their ability to receive funding.
- 6) Remember, **approval is based on teacher certifications**. For example, you may wish to accept students with autism but unless your teachers have cross category certification or have documented training in autism, you will not be approved for that category.
- 7) Be sure to include valid phone numbers for all site contacts. These are the numbers which will be published on the website and provided to school districts.
- 8) Be sure to include email addresses for all significant contacts. Most communication from the Arizona Department of Education is in electronic form.
- 9) When completing "Section Five, Certified Staff List", please be sure to separate your staff by site assignments. If you have a staff member that serves students at more than one site (such as an SLP), include them on each site's list.
- 10) **The Entity CTDS number will be issued after** the application has been submitted and approved.