



Exceptional Student Services

Private Special Education School Application

Instruction Manual

Revised May 2024



**ARIZONA DEPARTMENT OF
EDUCATION**

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Approved Private Special Education Schools

Private special education schools are special education programs that are approved under [A.A.C. R7-2-402](#) by the Arizona Department of Education to provide special education and/or related services to students with disabilities placed by a public education agency (PEA). Students placed within an approved private special education school qualify for state funds, which are issued to the PEA. Students placed in such programs generally present with significant emotional, behavioral, and/or educational needs that school districts may choose to refer to outside placements after considering other least restrictive options.

The placement of students must be based on the student's individual needs, as outlined in the individualized education program (IEP). A.A.C. R7-2-402 governs what is required for a private school to become approved by the Arizona Department of Education to take district placements for special education services. No state law allows a PEA to place a student without a disability into private schools. Any student who is not on an IEP and who is placed into a private school does not benefit the PEA with state funding.

To take placements from public and/or charter schools, the Department requires potential private schools to submit a formal application and to include administration information, point of contact(s), staff certifications, building/location information, and the ages/needs of students they plan to teach.

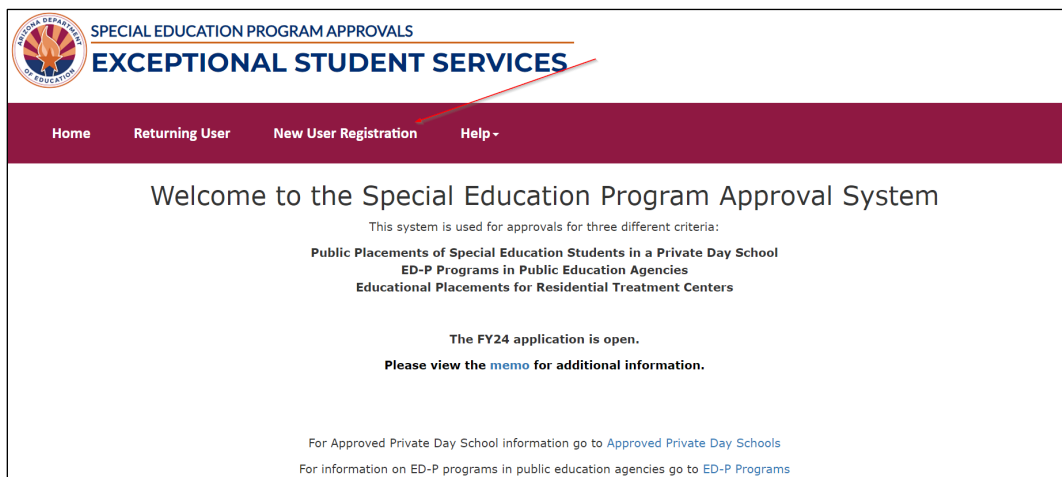
Private special education schools that wish to be approved for public placement of students with disabilities must renew their application every fiscal year.

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New Applicant Instructions

Accessing the Application

- [Open the Special Education Program Approval System](#)
- Select “New User Registration” to create a temporary account to access the application.



SPECIAL EDUCATION PROGRAM APPROVALS
EXCEPTIONAL STUDENT SERVICES

Home Returning User **New User Registration** Help -

Welcome to the Special Education Program Approval System

This system is used for approvals for three different criteria:

- Public Placements of Special Education Students in a Private Day School
- ED-P Programs in Public Education Agencies
- Educational Placements for Residential Treatment Centers

The FY24 application is open.

Please view the [memo](#) for additional information.

For Approved Private Day School information go to [Approved Private Day Schools](#)
For information on ED-P programs in public education agencies go to [ED-P Programs](#)

- Complete the “New User Registration” and click “Submit.”

New User Registration

To help us identify you, select two security questions and provide the answers

Email Address:

Choose 2 Questions

1:

2:

Submit Cancel

- A Confirmation Request will be sent to your email.
 - Click on the link sent to your email to complete the registration.
 - You will be rerouted to the Special Education Program Approval System.
- Hover over “Applications.”
 - Select “New Application”

SPECIAL EDUCATION PROGRAM APPROVALS

EXCEPTIONAL STUDENT SERVICES

Home
Applications ▾
Help ▾

New Application

Existing Applications

Welcome to the Special Education Program Approval System

This system is used for approvals for three different criteria:

- Public Placements of Special Education Students in a Private Day School
- ED-P Programs in Public Education Agencies
- Educational Placements for Residential Treatment Centers

The FY24 application is open.

To start a new application, please select "Application" on the top left bar and then choose "Current Application."

For Approved Private Day School information go to [Approved Private Day Schools](#)

For information on ED-P programs in public education agencies go to [ED-P Programs](#)

For Private Day School and ED-P questions, please email ESSPrivateDayEDP@azed.gov

For information on Residential Treatment Centers (RTC) go to the [ESS Vouchers website](#)

- To access the application at a later time, select “Returning User” on the home page.

SPECIAL EDUCATION PROGRAM APPROVALS

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New User Registration
Help ▾

Welcome to the Special Education Program Approval System

This system is used for approvals for three different criteria:

- Public Placements of Special Education Students in a Private Day School
- ED-P Programs in Public Education Agencies
- Educational Placements for Residential Treatment Centers

The FY24 application is open.

Please view the [memo](#) for additional information.

For Approved Private Day School information go to [Approved Private Day Schools](#)

- You will be prompted to enter your email address and to provide responses to the security questions.

Returning User

Email Address:

Please provide your responses to these questions.

1. What year is your anniversary?

2. What is your favorite color?

- If you have not started an application, select “New Application.”
- If you have started and saved an application, select “Existing Application.”

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Application Sections

Administrative Information

We require all prospective private special education schools to provide all administrative information, including administrator name, contact information, and any corporate entities with which your school is affiliated. You will also need to indicate the profit status of your corporate entity.

Section 1

Administrative Information

Corporate Name:*

Corporate Contact First Name:*

Corporate Contact Last Name:*

Title:*

Email Address:*

Phone:*

Fax:

Corporate Contact Mailing Address:*

Corporate Contact City:*

Corporate Contact State:*

Corporate Contact Zip Code:*

Is this Entity for Profit or Non-Profit? * ☐ For Profit ☒ Non-Profit

School Administrator Information

(Information may be the same as Administrative Information)

School administrators must provide evidence of an administrative certificate or special education credentials. Please indicate whether the administrator has an administrative certificate on file (validated by Educator ID number) and/or a special education teaching certificate.

School Administrator Information	
School Admin First Name:*	School Admin Last Name:*
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
Title:*	Phone:*
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
Email:*	Fax:
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
FCC Number:*	Public Educator ID:*
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>

Administrator Certificate Information
<input type="radio"/> There is an administrative certificate on file with certification and can be validated by the Educator ID under the School Administrator Information section OR <input type="radio"/> I have a Special Education teaching certificate

Point of Contact Information

This person will be contacted by ADE with any questions regarding the application and/or the private entity that will be responsible for publicly placed students. The Point of Contact will be given ADE Connect Entity Administrator access once the application has been approved. ADEConnect Entity Administrators create new users for their entity, remove old users, assign roles to access applications and data submissions, and maintain contact information in ADEConnect.

Point of Contact Information	
Point of Contact First Name:*	Point of Contact Last Name:*
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
Title:*	Email Address:*
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>
Phone:*	Fax:
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>

Required Additional Documentation

For a private special education school to be approved by the Department to contract with a public education agency for a placement, the private facility must provide the following documentation:

Documentation Information			
CPR Training* <input type="button" value="Choose File"/> No file chosen	Document Name	Doc Type	Uploaded On
<hr/>			
Current Fire Marshal Report* <input type="button" value="Choose File"/> No file chosen	Document Name	Doc Type	Uploaded On
<hr/>			
Current Liability Insurance* <input type="button" value="Choose File"/> No file chosen	Document Name	Doc Type	Uploaded On
<hr/>			
Please fill out and upload this calendar form for <i>each site seeking approval</i>.* Click here for Calendar Template (only calendars using this template will be accepted)			
<input type="button" value="Choose File"/> No file chosen	Document Name	Doc Type	Uploaded On
<hr/>			
First Aid Training* <input type="button" value="Choose File"/> No file chosen	Document Name	Doc Type	Uploaded On
<hr/>			
Curriculum* <input type="button" value="Choose File"/> No file chosen	Document Name	Doc Type	Uploaded On
<hr/>			
Special Education Policies and Procedures* <input type="button" value="Choose File"/> No file chosen	Document Name	Doc Type	Uploaded On
<hr/>			
Restraint Training Documentation and Certification <input type="button" value="Choose Files"/> No file chosen	Document Name	Doc Type	Uploaded On
<hr/>			
Other items as requested <input type="button" value="Choose Files"/> No file chosen	Document Name	Doc Type	Uploaded On
<hr/>			
<input type="button" value="Download Selected File(s)"/>			

- Documentation of CPR Training
- Copy of fire inspection report showing approval for occupancy
 - The inspection must fall under code “E”—Educational Facilities; we will no longer accept inspection reports under code “B”—Business. Please work with your local region or fire department regarding this requirement.
- Proof of liability insurance that is adequate and current. **Do not** mail a physical copy to ADE. This proof is to ensure protection for students and third parties (e.g., vehicle usage).
- School year calendar for **each site** that accurately reflects start date, end date, holidays, and breaks
 - Please use the template provided in the application.
 - Start and end dates must fall within the current fiscal year.
- Documentation of First Aid Training
- Curriculum that is aligned with the Arizona Academic and/or Common Core Standards
 - Please attach a copy of the curriculum that you plan to use to help to serve and promote the continuation and improvement of Individualized Education Program (IEP) services for students with disabilities.

- Special Education Policies and Procedures
 - Policies and procedures must outline how your program will implement **specially designed instruction** to serve the specified area(s) of special education eligibility based on IDEA and state statutes. It **must not be** a copy of IDEA statutes and regulations and **must be** customized to the school's implementation of policies and procedures.
- Restraint Training Documentation and Certification

Student Demographic Information

Per 34 CFR § 300.131, local education agencies are responsible for locating, identifying, and evaluating children with disabilities who are enrolled by their parents in non-profit private elementary or secondary schools located in the district's boundaries. Private day programs that accept parentally-placed private school students must report the number of students annually through the October 1 Data Collection. The questions below will assist ADE/ESS in ensuring that local school districts are aware of any private schools within the district boundaries and are available for child find consultation meetings under 34 CFR § 340.134.

- Does the private school accept parentally placed private school students (students placed outside Public Education Agency's IEP team?)
- How many parentally-placed private school students are enrolled in K-12?
- How many are enrolled in Kindergarten and in the 3-5 year old age group?
- How many of those parentally-placed students have a current MET from an Arizona public education agency?

Student Demographic Information	
Does the private school accept parentally placed private school students (students placed outside Public Education Agency's IEP team)? * <input checked="" type="radio"/> Yes or <input type="radio"/> No	
How many parentally-placed private school students are enrolled in K-12?*	<input type="text" value="Click here to enter text"/>
How many are enrolled in Kindergarten and in the 3-5-year-old age group?	<input type="text" value="Click here to enter text"/>
How many of those parentally-placed students have a current MET from an Arizona public education agency?	<input type="text" value="Click here to enter text"/>

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Teacher and Staff List

- After completing Section 1, click “Next” to access the Teacher and Staff List.
- Click on “Add Teachers/Staff”

Teacher and Staff List

Add Teacher/Staff

Teacher/Staff ID	EducatorID	Teacher Name	Role Type	FCC ID	FCC Status
No teachers or staff found for this application.			0		

Showing 1 to 1 of 1 entries

BackNextCancelPrint

Approved Private Special Education Schools must provide special education instructional programs for students with disabilities that exceed those provided by the public schools of Arizona and meet the requirements of IDEA. The Department requires **certificated** special education teachers in each classroom with publicly placed students to implement the IEPs of those students assigned to that classroom. For each classroom, the PEA must have at least one unique, certificated teacher in the area of special education.

You must list all staff that will be working with publicly placed students. Please provide the following information for each individual:

ESS EDP and Private School Approval School Year 2025

Teacher / Staff Details

Educator ID:
Click here to enter text

Fingerprint Card Number (FCCID):
Click here to enter text

First Name:*
Click here to enter text

Last Name:*
Click here to enter text

Role:*
☐ Classroom Teacher
☐ Paraprofessional
☒ Other staff type*

SaveDoneCancelPrint

- Teacher/staff first and last name
- Educator ID (must be provided for everyone except paraprofessionals)
 - The Educator ID is the 7-digit number tied to certifications and endorsements with the Arizona Department of Education. This number allows ADE to determine the service categories (i.e., special education labels) under which a school is eligible to provide services. The application will automatically obtain data from the certification database. If you do not have this information, it can be obtained through the [Online Arizona Certification Information System \(OACIS\)](#).
 - Speech-Language Pathologist must hold a Speech-Language Pathologist, Prekindergarten-12 certificate
 - Include Related Service Provider Licenses
- Fingerprint Clearance Cards
 - All teachers and individuals who work in the classroom are required to have an Identity Verified Prints (IVP) fingerprint clearance card per [Arizona Revised Statute 15-106](#). We require a fingerprint clearance card number for **all** staff who will be around publicly placed students; there are no exceptions to this requirement.

- Names must be exactly as shown on the card, as the application will obtain this data from the DPS database and will not be able to obtain the information if the name is not exactly as it appears on the card.
- Function—select educator role
 - If “Other”, please specify.
- Click “Save” to add training courses and hours (if applicable)
 - Include training in behavior strategies (for cross-categorical teachers teaching in an ED-P setting who have not yet fulfilled the 20-hour requirement)

Add Training Courses		
Course Name	Training Hours	Add
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here"/>	<input type="button" value="Add"/>

Additional Training Courses		
Delete	Course Name	Training Hours

- Click “Done” to save and return to the Teacher and Staff List

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Site/School Details

- On the Teacher and Staff List, click “Next” to be directed to the Site List page.
- Click on “Add Site.”

Site List

[Add Site](#)

Note: Please notify your district of any changes to your site within 10 days.

Site ID	Site Name	City	Contact
No sites found for this entity.			

Showing 1 to 1 of 1 entries

[Back](#)[Submit](#)[Cancel](#)[Print](#)

The Department requires the following information about your school site to enter it into our system and to allow districts to place students at your facility.

ESS Private School Approval for School Year 2025

Site / School Details

Site/School Name:*

Click here to enter text

City:*

Click here to enter text

Site Contact Person:*

Click here to enter text

Email Address:*

Click here to enter text

Street Address:*

Click here to enter text

Zip Code:*

Click here to enter text

Site Contact Phone:*

Click here to enter text

District(s) in which located:*

(13-87-61-000) A Center for Creative Education
(10-87-31-000) A Child's View School, Inc.
(07-21-22-000) A New Leaf
(11-87-20-000) A+ Charter Schools
(07-86-89-000) Abraham Lincoln Preparatory School: A Challenge!
(10-87-34-000) Academy Del Sol, Inc.
(08-87-04-000) Academy of Building Industries, Inc.
(07-86-04-000) Academy Of Excellence, Inc.
(07-82-42-000) Academy of Mathematics and Science South, Inc.
(07-82-70-000) Academy of Mathematics and Science, Inc.
Ctrl - click to select or un - select each choice

Current saved selections:

How many classrooms are facilitated at this location?*

0

Of those classrooms, how many provide services to publicly placed students with disabilities?*

0

Site type:*

☐ Private School
☐ Residential School

Certification Categories

Intended Service Categories (Check all that apply. Check at least one.)*

☐ A☐ DD☐ ED☐ ED-P
☐ HI☐ MD☐ MDSSI☐ MIID
☐ MOID☐ SID☐ OI☐ OHI
☐ PSD☐ SLD☐ SLI☐ TBI
☐ VI☐ NSE

Select all grades at this site (Check all that apply. Check at least one.)*

Select AllClear All

☐ Preschool☐ Kindergarten
☐ First☐ Second☐ Third
☐ Fourth☐ Fifth☐ Sixth
☐ Seventh☐ Eighth☐ Ninth
☐ Tenth☐ Eleventh☐ Twelfth
☐ K-8☐ K-12☐ 9-12

Select all teachers and staff to serve at this site*

Selected? *Teacher ID *Educator ID *Name

No Teachers / Staff found for this application.

SaveDoneCancelPrint

- Directory Information—Site/School Name, Address, City, State, Zip Code, District Location
 - If your campus **shares a location** on public school grounds or a public school building, your entity must attach a copy of the agreement or board minutes from the public education agency summarizing the agreement when the application is submitted.
- Site Contact Person—Name, Phone, Email Address

- District(s) in which the site(s) is located
- Classrooms Per Site—Approved Private Special Education Schools must provide **certificated special education teachers in each classroom** to implement the IEPs of publicly placed students assigned to that classroom (A.R.S. § R7-4-402). **The number of classrooms should be equal to or less than the number of certified teachers from the teacher/staff list.**
- Teachers and Staff—Select all teachers and staff to serve at this site.
- Intended Service Categories—This area is for description of areas of special needs you intend to teach (e.g., autism, specific learning disability). To be approved for each service category, we will cross-check your staff's certifications with our current certification matrix in this document to ensure that your teacher is properly certificated in that area of need.
 - Selecting ED-P will bring up the ED-P application. The application must be complete to receive ED-P approval.
 - Student Characteristics: Describe the characteristics IEP teams will consider in making recommendation for services in an ED-P program.
 - Continuum of Services: Describe how the program will fit in with your continuum of service options.
 - Separation from Others: How will these students be separated from other students?
 - Mental Health Component: How and by whom?
 - Case Management: How and by whom?
 - Age Ranges: What ages are served in each classroom?
 - IEP Component: Describe the process you will use to ensure that the required IEP components are included and identify who will ensure the inclusion of exit criteria in the IEP.

Emotional Disability - Private (ED-P): Additional Information
(Refer to ED-P Criteria in the Help area for assistance)

Student Characteristics: * (Describe the characteristics IEP teams will consider in making recommendation for services in an ED-P program)

Click here to enter text

Continuum of Services: * (Describe how the program will fit in with your continuum of service options)

Click here to enter text

Separation from Others: * (How these students will be separated from other students)

Click here to enter text

Mental Health Component: * (How and by whom)

Click here to enter text

Case Management: * (How and by whom)

Click here to enter text

Age Ranges * (What ages are served in each classroom?)

Click here to enter text

IEP Component: * (Describe the process you will use to ensure that the required IEP components are included and identify who will ensure the inclusion of exit criteria in the IEP)

Click here to enter text

- Grades Served—Our Department approves educational programs for preschool and kindergarten through Grade 12. Your teachers will be required to be certificated or endorsed in the appropriate grades and special education areas to acquire approval. Below is our current list of requirements for each grade/area.
 - Clicking “Preschool” will bring up a file upload for the DHS (Department of Health Services) Preschool license and any other relevant files.

Upload DHS Preschool license and any other relevant files*

No file chosen

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Special Education Categories- Certification Matrix

Private special education programs for preschool through Grade 12

The following is a table that outlines the types of teacher certifications or endorsements and the categories of special education its holders are eligible to teach. The [Glossary of Acronyms and Terms](#) can be referenced for clarification on the categories below.

Preschool

Teaching Assignment	Appropriately Certified Requirement
Hearing Impaired (HI) Preschool	One of the following: <ul style="list-style-type: none"> Hearing Impaired, Birth-Grade 12 certificate Standard Professional teaching certificate and a Deaf/Hard of Hearing, Birth-Grade 12 endorsement
Special Education Early Childhood (A, DD, ED, MIID, MOID, SID, OI, OHI, PSD, SLD, TBI) Preschool	One of the following <ul style="list-style-type: none"> Early Childhood Special Education certificate Mild-Moderate Disabilities, Moderate/Severe Disabilities, Cross-Categorical, Special Education ID, Special Education ED, or Special Education LD certificate and an Early Childhood Education endorsement Mild-Moderate Disabilities, Moderate/Severe Disabilities, Cross-Categorical, Special Education ID, Special Education ED, or Special Education LD certificate and an Early Childhood Education certificate
Special Education Mild/Moderate Disabilities (A, DD, ED, MD*, MIID, MOID, OI, OHI, SLD, TBI) Preschool	One of the following: <ul style="list-style-type: none"> Early Childhood Special Education Certificate Mild-Moderate Disabilities, Moderate/Severe Disabilities, Cross-Categorical, Special Education ID, Special Education ED, or Special Education LD certificate and an Early Childhood Education endorsement Mild-Moderate Disabilities, Moderate/Severe Disabilities, Cross-Categorical, Special Education ID, Special Education ED, or Special Education LD certificate and an Early Childhood Education certificate Standard Professional teaching certificate and a Provisional or full Mild/Moderate Disabilities, PreK-12 endorsement

Teaching Assignment	Appropriately Certified Requirement
Special Education Moderate/Severe Disabilities (A, DD, ED, MD*, MDSSI**, MIID, MOID, OI, OHI, SID, SLD, TBI) Preschool	One of the following: <ul style="list-style-type: none"> • Early Childhood Special Education Certificate • Mild-Moderate Disabilities, Moderate/Severe Disabilities, Cross-Categorical, Special Education ID, Special Education ED, or Special Education LD certificate and an Early Childhood Education endorsement • Mild-Moderate Disabilities, Moderate/Severe Disabilities, Cross-Categorical, Special Education ID, Special Education ED, or Special Education LD certificate and an Early Childhood Education certificate • Standard Professional teaching certificate and a Provisional or full Moderate/Severe Disabilities, PreK-12 Endorsement
Speech/Language Impairment (SLI) Preschool	<ul style="list-style-type: none"> • Speech-Language Pathologist PreK-12 certificate
Visually Impaired (VI) Preschool	One of the following: <ul style="list-style-type: none"> • Visually Impaired, Birth-Grade 12 certificate • Standard Professional teaching certificate and a Visually Impaired, Birth-Grade 12 endorsement

Kindergarten to Grade 3

Teaching Assignment	Appropriately Certified Requirement
Hearing Impaired (HI) Kindergarten–Grade 3	One of the following: <ul style="list-style-type: none"> • Hearing Impaired, Birth-Grade 12 certificate • Standard Professional teaching certificate and a Deaf/Hard of Hearing, Birth-Grade 12 endorsement
Special Education Mild/Moderate Disabilities (A, DD, ED, ED-P***, MD*, MIID, MOID, OI, OHI, SLD, TBI) Kindergarten–Grade 3	One of the following: <ul style="list-style-type: none"> • Early Childhood Special Education certificate • Mild-Moderate Disabilities certificate • Cross-Categorical certificate • Special Education ID certificate • Special Education LD certificate • Special Education ED certificate • Moderate/Severe Disabilities certificate and an Early Childhood Education endorsement • Moderate/Severe Disabilities certificate and an Early Childhood Education certificate • Standard Professional teaching certificate and a Provisional or full Mild/Moderate Disabilities, PreK-12 endorsement

Teaching Assignment	Appropriately Certified Requirement
Special Education Moderate/Severe Disabilities (A, DD, ED, ED-P***, MD*, MDSSI**, MIID, MOID, OI, OHI, SID, SLD, TBI) Kindergarten–Grade 3	One of the following: <ul style="list-style-type: none"> • Early Childhood Special Education certificate • Moderate/Severe Disabilities certificate • Special Education ID certificate • Mild/Moderate Disabilities, Cross-Categorical, Special Education LD, or Special Education ED certificate and an Early Childhood Education endorsement • Mild-Moderate Disabilities, Cross-Categorical, Special Education ED or Special Education LD certificate and an Early Childhood Education certificate • Standard Professional teaching certificate and a Provisional or full Moderate/Severe Disabilities, PreK-12 endorsement
Speech/Language Impairment (SLI) Kindergarten–Grade 3	<ul style="list-style-type: none"> • Speech-Language Pathologist PreK-12 certificate
Visually Impaired (VI) Kindergarten–Grade 3	One of the following: <ul style="list-style-type: none"> • Visually Impaired, Birth-Grade 12 certificate • Standard Professional teaching certificate and a Visually Impaired, Birth-Grade 12 endorsement

Grades 4 to 12

Teaching Assignment	Appropriately Certified Requirement
Hearing Impaired (HI) Grades 4–12	One of the following: <ul style="list-style-type: none"> • Hearing Impaired, Birth-Grade 12 certificate • Standard Professional teaching certificate with a Deaf/Hard of Hearing, Birth-Grade 12 endorsement
Special Education Mild/Moderate Disabilities (A, DD, ED, ED-P***, MD*, MIID, MOID, OI, OHI, SLD, TBI) Grades 4–12	One of the following: <ul style="list-style-type: none"> • Mild-Moderate Disabilities • Cross-Categorical Special Education • Special Education ID • Special Education LD • Special Education ED • Standard Professional teaching certificate with a Provisional or full Mild/Moderate Disabilities, PreK-12 endorsement
Special Education Moderate/Severe Disabilities (A, DD, ED, ED-P***, MD*, MDSSI**, MIID, MOID, OI, OHI, SID, SLD, TBI) Grades 4–12	One of the following: <ul style="list-style-type: none"> • Moderate/Severe Disabilities certificate • Special Education ID • Standard Professional teaching certificate with a Provisional or full Moderate/Severe Disabilities, PreK-12 endorsement
Speech/Language Impairment (SLI) Grades 4–12	<ul style="list-style-type: none"> • Speech-Language Pathologist PreK-12 certificate
Visually Impaired (VI) Kindergarten–Grade 3	One of the following: <ul style="list-style-type: none"> • Visually Impaired, Birth-Grade 12 certificate • Standard Professional teaching certificate with a Visually Impaired, Birth-Grade 12 endorsement

*MD requires the following categories to coexist: two or more of HI, MOID, OI, VI or one of HI, MOID, OI, VI and one of ED, ED-P, MIID, SLD.

**MDSSI requires the following categories to coexist: severe HI and severe VI or one of severe HI, severe VI, and another severe disability (Group B): A, ED-P, MOID, OI, SID.

***Teachers in an ED-P classroom must be ED-certified, Mild/Moderate certified, Moderate/Severe certified, or Cross-Categorical certified, with 20 hours of additional professional development in teaching students with emotional disabilities (additional 20 hours only applies to Cross-Categorical certified personnel).

Note: In the case that a public education agency (PEA) provides services for a particular student's needs while the student is enrolled in the approved private special education school, then the PEA will be required to provide an educator ID of an appropriately certified staff, linked to the disability type, who is providing services to that child.

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Facility Requirements

By becoming an approved private special education school, you agree to permit onsite evaluation of the program by the Department, or its designees, and the representatives of the public education agencies. During this visit, the Department will ensure that the facility is in an appropriate condition to provide special education and/or related services to students with disabilities and meets the following criteria:

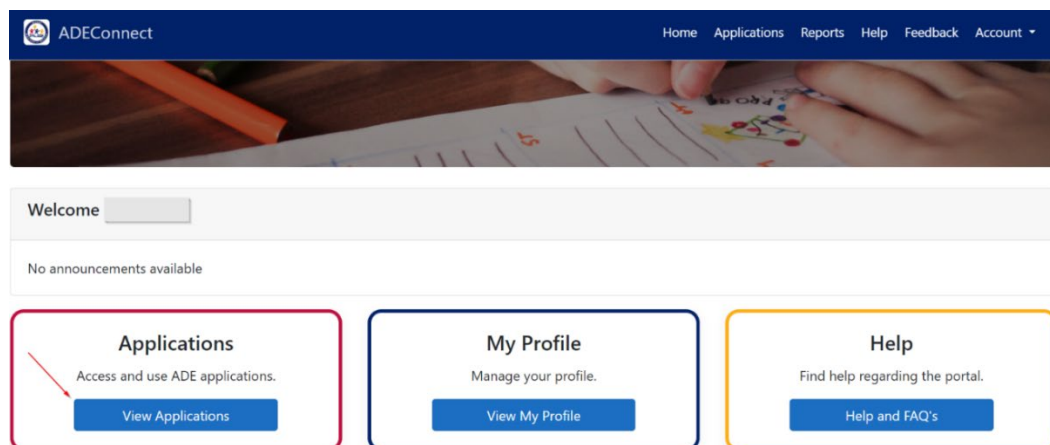
- The facility allows for mobility and is accessible for all students and staff.
- Building features are safe, secure, and in good condition.
- Entrances/exits are clearly marked, accessible, and are not blocked by debris.
- No electrical issues, improperly placed extension cords, or exposed wires.
- Overall, furniture is safe for use.

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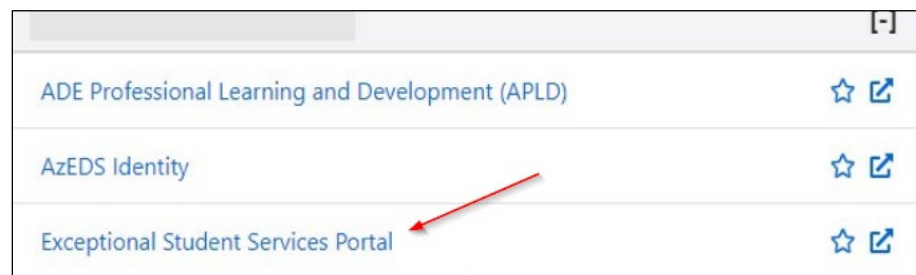
Instructions for Renewing Your Application

Accessing the Application

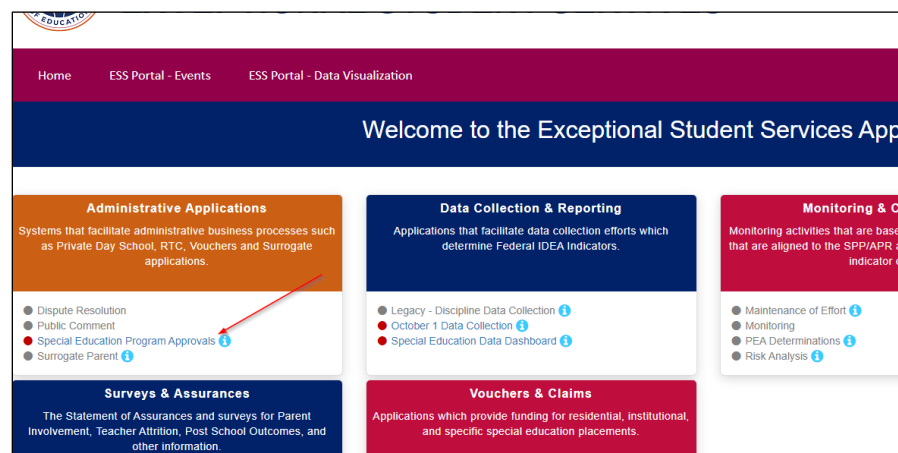
- [Open ADEConnect](#)
- Click “View Applications”



- Open the “Exceptional Student Services Portal”



- Click “Special Education Program Approvals.” Applicants who wish to renew their application must have the **ESS Special Education Program Approvals - LEA User** permission. While this permission does say LEA User, it functions under a few different roles for the sake of simplicity. Notify the [Entity Administrator](#) at your organization if you require access.



- Select the most recent school year to renew.

Fiscal Year 2024 [Select School Year](#)

Welcome to the Special Education Program Approval System

This system is used for approvals for three different criteria:

- Public Placements of Special Education Students in a Private Day School
- ED-P Programs in Public Education Agencies
- Educational Placements for Residential Treatment Centers

The FY23 application is now open.

Please review our [memo](#) for additional information.

To start a new application, please select "Application" on the top left bar and then choose "Current Application"

For Approved Private Day School information go to [Approved Private Day Schools](#)

For information on ED-P programs in public education agencies go to [ED-P Programs](#)

For Private Day School and ED-P questions, please email ESSPrivateDayEDP@azed.gov

For information on Residential Treatment Centers (RTC) go to <http://www.azed.gov/specialeducation/vouchers/>

- Hover your mouse over Application and select the current application. Information from prior years is carried over in most cases.

SPECIAL EDUCATION PROGRAM APPROVALS

EXCEPTIONAL STUDENT SERVICES

Home Application Help

[Current Application](#)

Fiscal Year 2024 [Select School Year](#)

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Information to Review

Renewal applicants will be asked to provide an Entity ID number for their corporation. If you do not have this information, email the [Private Day & ED-P inbox](#).

Users will want to validate that basic entity information that carries over is still valid. Any information that is updated should be revised to ensure accuracy. Any incorrect information could invalidate approval.

The following sections should be validated by the end user before submission:

Administrative Information

- Corporate name
- Entity ID or CTDS number (If this is an initial application, an Entity ID or CTDS will not have been generated.)
- Corporate mailing address
- Corporate contact information

School Administrator (This may be the same information as above)

- Name
- Title
- Phone
- Email Address
- Fingerprint Clearance Card Number
- Public Educator ID

Administrator Certificate Information

- Head teacher, principal, or other administrator certified in an administrative area
- Or documentation of experience and certification in the appropriate area of special education

Point of Contact Information

- Name
- Title
- Phone
- Email Address
- Fax

Required Documentation

- CPR
- Current Fire Marshal Report
- Liability Insurance
- School Calendar
- First Aid
- Curriculum
- Special Education Policies and Procedures
- Non-adverse physical management training documentation and certification
- Cognia
 - If general education approval is desired (RTCs only)

Teacher and Staff List

- Teacher Certificates
 - The application will automatically obtain data from the certification database. You will need the certificate holder's Public Educator ID number. If you do not have this information, it can be obtained through the Online Arizona Certification Information System (OACIS).
 - Behavior strategies (for cross-categorical certified teachers in an ED-P setting who have not yet fulfilled the 20-hour requirement)
- Related Service Provider Licenses
 - Speech Language Pathologist must hold a Speech-Language Pathologist, Pre-K to 12th Grade certificate from the Arizona Department of Education.
 - SLP certifications may also be located through OACIS.
 - Other related service provider licenses
- Fingerprint Clearance Card numbers for all teachers, paraprofessionals, and related services personnel.
 - Names must be exactly as shown on the card, as the application will obtain this data from the DPS database and will not be able to obtain the information otherwise.

School Site

- Site/School Name
- Physical Address
- Site Contact Person
- Phone
- Email
- School District(s) in which site is located
- Number of classrooms
 - Of those classrooms, how many provide services to publicly placed students with disabilities?
- Grade levels to be served
- Intended Service Categories
- Teachers and staff to serve at this site

Preschool

- Copy of DHS Day Care License

Residential Facilities

- Department of Economic Security (DES) or DHS License

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Application Submission and Status

The application status is shown in Section 1 of the application.

Special Education Program Approvals for School Year 2022-2023

Application Status: Submitted

Application ID:

Section 1

Application Status	Description
Draft	The application is in the process of being completed. If the application requires edits/additions after it is submitted, you will receive a notification email with the required revisions. The application will be sent back to "Draft" status.
Submitted	Once you have reviewed the application, you will click "Submit" on the Site List page of the application. You will receive an email notification stating that the application has been submitted.
Pending ADE Review	The application status will change from "Submitted" to "Pending ADE Review" when the Private Day & ED-P Specialist has begun the review process.
Pending Signatures	Once the application has been approved, you will receive an email notification stating that you need to sign the Statement of Assurance (SOA) . The application status will change to "Pending Signature(s)". To sign the SOA, you log back into the application and click "Next" until you land on the signature page. New applicants will be asked to enter a corporate entity ID number in the Administrative Information section of the application. Please email the ESS Private Day and ED-P inbox if you have not received an entity ID number for your corporation.
Pending Final Approval	After signing the SOA, the application status will change to "Pending Final Approval." The Private Day & ED-P Specialist will provide final approval if everything is in order.
Approved	The application has been approved.
History	You may make edits to approved applications throughout the school year. When a new draft of an application is approved, the old draft will be saved in your applications portal and the status will change to "History."
Expired	When an unapproved application remains idle for 30 days, the application status will change to "Expired." You may reach out to the Private Day & ED-P Specialist to reset an expired application.

Once the Application is Approved

- You will receive an automated notification stating your application has been approved with the approved site name(s), grade levels, and disability categories.
- New applicants will receive an email from the Private Day & ED-P Specialist with the Corporate Entity ID and CTDS number and Site Entity ID(s) and CTDS number(s).
- New and existing applicants will receive an email from the Private Day & ED-P Specialist with the approval date for accepting publicly placed students.
- Corporate entities and sites will be added to the [Approved Private Day List](#) and calendars will be uploaded to the [Approved Private Special Education School Calendars web page](#).

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Additional Requirements

- ✓ **Submit Quarterly Renewals:** Exceptional Student Services requires organizations to submit quarterly renewals for private special education programs that admit publicly placed students. To complete the quarterly renewal, login to the Special Education Program Approval Portal and within the home page, if you have changes in administration, ownership, staff, location, grades, or special education disability categories served within the past quarter, select “YES” to make the necessary changes to your application and re-submit. If you have no changes within the past quarter, select “NO” to confirm that your application information is current and accurately reflects your private special education program.
- ✓ **Complete Annual Reporting:** Approved Private Special Education Schools are required to complete the October 1 Personnel Count annually. For more information, please refer to the [ESS Data Management October 1 Count web page](#) or email the [ESS Data Management inbox](#).
- ✓ **Visits:** Annual site visits will be conducted by the Private Day & ED-P Specialist to verify that [criteria requirements](#) are being met.

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Important Dates

Early May	Annual Application Opens
June 15	Application Closes
July 1	Approved Private Special Education Schools List Available
October 1, January 1, April 1	Quarterly Renewals Due
TBD	Personnel Data Due in October 1 Data Collection Application

Note: Failure to apply and/or complete revisions by July 1 may result in delayed service start dates. If your entity fails to renew its application, the entity and sites will be closed in our internal entity management system, and we will notify your placing public education agencies (PEAs) to discontinue student enrollment.

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