

**Private Agency/School
Special Education Program Certification**

APPLICATION PACKET

**For Private Programs Serving Students
With Disabilities**



Utah State Board of Education

Sydnee Dickson

State Superintendent of Public Instruction

250 East 500 South

Salt Lake City, Utah 84111-3204

GENERAL INFORMATION

Agency/School Name	Telephone
Address	Email
City/State/Zip	Fax

Contact Person
Chief Administrator

Date Submitted: _____ Application al

Please return this application to:

Leah Voorhies, Assistant Superintendent of Student Support

Utah State Board of Education
PO Box 144200
Salt Lake City, Utah 84114-4200

(801) 538-7500

NOTE: The approval of a special education program in a private agency/school does not guarantee that the private agency/school will be contracted for services by another state or a local school district or charter school.

ORGANIZATIONAL INFORMATION

Organizational Structure (check all that apply)

	Day School		Religiously Affiliated
	Developmental Center		Residential
	Hospital		Vocational Training Center
	Preschool/Child Care		Other (list)

Disability Services Provided

	Autism		Intellectual Disability
	Blindness		Multiple Disabilities
	Deafness		Orthopedic Impairment
	Developmental Delay (ages 3-8 only)		Specific Learning Disability
	Emotional Disturbance		Speech/Language Impairment
	Other Health Impairment		Traumatic Brain Injury
	Hearing Impairment/Deafness		Visual Impairment/Blindness

Number of Students Currently Enrolled by Age

	3-5	6-12	13-17	18-21
Students with Disabilities				
Students without Disabilities				
Total				

Related Services Available (check all that apply)

<input type="checkbox"/>	Assistive Technology Services	<input type="checkbox"/>	Orientation and Mobility Services
<input type="checkbox"/>	Behavior Intervention	<input type="checkbox"/>	Physical Therapy
<input type="checkbox"/>	Counseling	<input type="checkbox"/>	Psychological Services
<input type="checkbox"/>	Family Support Services	<input type="checkbox"/>	Recreational Therapy
<input type="checkbox"/>	Hearing Services	<input type="checkbox"/>	Rehabilitation Counseling
<input type="checkbox"/>	Independent Living Skills	<input type="checkbox"/>	Social Work
<input type="checkbox"/>	Language Therapy	<input type="checkbox"/>	Speech Therapy
<input type="checkbox"/>	Medical/Health Services	<input type="checkbox"/>	Transportation
<input type="checkbox"/>	Occupational Therapy	<input type="checkbox"/>	Vision Services
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Vocational/Career Development

Program Information

Briefly describe any program/service characteristics not covered above.

PERSONNEL RECORD

List *all* personnel who work with special education students ages 3 through 21 years. Attach separate list, if needed.

Name	Grade/Age Level of Students to whom Providing Services	Utah Department of Professional (DOPL) Licensing or Utah State Board of Education (USBE) License Number	Special Education Qualifications, if applicable (degrees, training, or experience)

DOCUMENTATION REQUIRED FOR SPECIAL EDUCATION PROGRAM APPROVAL REVIEW

Education Program Requirements	Brief Description of Attached Evidence
Documentation that the agency is a licensed by the Utah Department of Human Services (Attach copy of current license).	
Documentation of the agency's/school's Articles of Incorporation.	
Description of liability insurance including limits and contact information for carrier (submitted annually on date of renewal).	
Description of the accounting system and copy of the budget for the special education educational program that includes the costs of operation, maintenance, transportation, related services, and capital outlay, (open to review upon request).	
Provide an instructional program description once every two years or whenever educational program changes. Description should include: 1) Demographic description of students, 2) procedures for maintaining, evaluating, and recording student progress, 3) evidence of age appropriate core curriculum that aligns with the Utah Core Standards or the Core Standards of the students' states of origin, 4) list of licensed/certified personnel (submitted annually by October 15 th , and 5) description of parental involvement in students' programs.	
Description of the attendance reporting system that provides public school districts, charter schools and the USBE with information required/requested.	
Documentation that the private agency's/school's Board of Directors has adopted and directed the agency/school to implement the USBE Special Education Rule 277-750. Describe any program, rule or policy in your agency's/school's special education practice that deviates from the USBE Special Education Rule (attach a written copy of the program, rule or policy).	

Special Education Program Requirements

Administrative Rule 277-926 Citation	Program Requirements	Brief Description of Attached Evidence
R277-926-3(3)(i)(ii)	<p align="center">Application includes:</p> <p align="center">(a) Detailed description of special education program that includes minimum instructional minutes for each grade level and specially designed instruction for (A) social skills, (B) counseling and (C) parent training</p>	
R277-926-3(3)(iii)	<p>Evidence of age appropriate core curriculum aligned with Utah Core Standards or with standards of student's state of origin</p>	
R277-926-3(3)(iv)	<p>Grades K-8, evidence of at least one resource adopted by Utah Core Standards or with standards of student's state of origin including (A) English Language Arts; (B) Math; and (C) Science</p>	
R277-926-3(3)(v)	<p>For grades 9-12, application includes evidence showing alignment of curriculum for core standard subjects with an LEA's curriculum in Utah or the students' state of origin</p>	

R277-926-3(3)(b)	Evidence, including educator licenses or employee resumes, of qualified personnel for each subject area including (i) English Language Arts; (ii) Math; and (iii) Science	
R277-926-3(3)(c)	Evidence that each aide [paraprofessional] assisting in a student's education has received training in appropriate behavior as regulated by the Utah Department of Health and Human Services and academic content areas specific to an aide's classroom assignment, including training required by state of Utah and federal law	
R277-926-3(3)(d)	Assurance that each student, aged 14 years and above, has a [compliant] transition plan as described in Subsection R277-926-4(3)(a)	
R277-926-3(3)(e)(i)(ii)	Evidence that an RTC is collaborating with a student's LEA of origin's fully constituted IEP team to carry out specific requirements of the student's [individualized education program] IEP, including the general requirements described in Subsection R277-926-4(3)(b) and facilitate an annual IEP review	
R277-926-3(3)(e)(iii)	When necessary, participate in the student's triennial evaluation, including (A) an outlined process for evaluation; (B) ability to allow on-site accessibility to third parties required for	

	evaluation and (C) collaborate with LEA of origin for the administration for the assessment	
R277-926-3(3)(f)	Provide a description of the [residential treatment center] RTC's behavior intervention plan, including the incident management procedures and reporting requirement described in Subsection R277-926-4(3)(c)	
R277-926-3(3)(g)	Evidence of how meaningful parental involvement is facilitated	
R277-926-3(3)(h)	Documentation showing all staff at the RTC have been fingerprinted and have passed federal and state criminal background checks before being allowed to have contact with any student	
R277-926-3(3)(i)	Assurance showing participation in the LEA of origin with federal Child Find mandates as outlined in 20 U.S.C. 1412(a)(3)	
R277-926-3(3)(j)	Assurance the RTC is nonsectarian	

R277-926-3(3)(k)	Copy of the Private School affidavit filed with a student's state of origin, if applicable.	
R277-926-4(2)(a)(i)	RTC shall ensure general compliance with the requirements of this rule, state law, and federal law by providing the Superintendent with documentation including: (i) applicable student and program records.	
R277-926-4(2)(a)(ii)(b) R277-926-4(2)(a)(ii)(c)	Provide documentation including information for which the Board is responsible; (b) access to on-site visits at any time and (c) any combination of Subsections (a) and (b).	
R277-926-4(3)(a)(i) R277-926-4(3)(a)(ii) (R277-926-4(3)(a)(iii) R277-926-4(3)(a)(iv)	Collaboration with an LEA of origin to maintain and facilitate a transition plan for each student served by the RTC that includes: (i) a list of relevant courses of student related to the needs and ability of the student; (ii) a list of all required transition assessments needed; (iii) a plan for transitions to and from restrictive placement; and (iv) age of majority documentation in a form approved by the Superintendent.	
R277-926-4(3)(b)(i)	Collaboration with the LEA of origin on a student's IEP through (i) timely and appropriate IEP progress monitoring;	

<p>R277-926-4(3)(b)(ii)(A) R277-926-4(3)(b)(ii)(B) R277-926-4(3)(b)(ii)(C) R277-926-4(3)(b)(ii)(C)(iii) R277-926-4(3)(b)(ii)(C)(iv)</p>	<p>(ii) documentation of a student’s specially designed instruction and related services including (A) service provisions; (B) treatment notes; and (C) service logs; (iii) sign-in or attendance sheets for each IEP meeting held for a student and (iv) adhering to all other applicable state and federal laws</p>	
<p>R277-926-4(3)(c)(i) R277-926-4(3)(c)(ii) R277-926-4(3)(c)(iii) R277-926-4(3)(c)(iv)</p>	<p>When appropriate, establish a discipline guide consistent with IDEA that includes a behavior intervention plan with the minimum components (i) general behavior goals, (ii) crisis de-escalation and restraint training and training frequency, (iii) restraint and seclusion policies and procedures consistent with state and federal law; and (iv) parental notification policies requiring notice within at least 24-hours.</p>	
<p>R277-926-4(4)</p>	<p>The RTC shall notify the Superintendent within 30 days if the RTC makes any material change to the RTC’s special education program.</p>	

CERTIFICATE OF SPECIAL EDUCATION PROGRAM ASSURANCE

Private Agency/School

Name _____

Address _____

I, _____, do hereby certify that I am the chief administrator of the above-named agency/school; that said agency/school is located at the address given; that said agency/school is scheduled to provide services throughout the 20__ to 20__ school years from _____ to _____; and that said agency/school meets or will meet the following special education standards:

The agency/school program includes instructional and/or related services of sufficient scope to meet the needs of students with disabilities as identified on individualized education programs (IEPs).

1. The agency/school reviews the IEPs of students with disabilities at least annually or at the discretion of the school district, charter school or parents.
2. All agency/school personnel responsible for providing services to students with disabilities possess appropriate Utah State certification or licensure. The agency will provide notification to contracting public school districts or charter schools, state agencies, and the USBE of any changes in licensed/certificated staff or deletion of programs within ten working days.
3. All non-licensed/certified staff, providing services to students with disabilities, possesses formal training, in-service training and successful experience in working with students with disabilities.
4. The agency/school provides education instructional programs for student with disabilities as defined in Utah Code Annotated 53E-7 that are at least comparable to public schools in Utah.
5. The agency/school meets requirements set forth in Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990.
6. The agency/school complies with the Individuals with Disabilities Education Act (IDEA) and its implementing regulations.
7. The agency/school accepts all areas of responsibility consistent with those of federal and state regulations concerning instructional programs, confidentiality requirements, and procedural safeguards.

- 8. The agency/school will always maintain liability insurance coverage.
- 9. The agency/school will provide notification to contracting public school districts and charter schools, state agencies, and the USBE of any relocation of building facilities within ten working days.
- 10. The agency/school shall notify the Superintendent within 30 days if the agency/school makes any material change to the special education program.

EXCEPTIONS MUST BE NOTED:

Certification by the USBE is contingent upon ongoing compliance with the standards outlined herein. The USBE shall be notified of any deviation from these standards within thirty (30) days of the occurrence. Failure to comply with the requirements stated herein may result in the revocation of the private agency/school special education program approval and shall be considered in subsequent application for approval as a private special education service provider.

_____	_____
Authorized Signature	Date
_____	_____
Title	Telephone Number

On this _____ day of _____, 20____, _____ (name), known to me to be the chief administrator of _____ (agency/school), appeared before me and, having first been sworn on oath or affirmation, did subscribe to the foregoing.

 Notary Public in and for the State of Utah
 Residing in _____