



Application Checklist

To help with the application process, please have the following documents and information ready.

Private Schools

(For Private Special Education Schools and Residential Treatment Centers)

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 Policy and Procedures
- Non-adverse physical management
- 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 the 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

- DES or DHS License

For more information on how to complete the application, refer to the [Private SPED Schools Instruction Manual](#).

Emotional Disabilities—Public (ED-P) Program

(For Public Education Agencies)

Required Information

1. Point of Contact Information
 - Provide the contact information for the person who oversees the ED-P program.
2. Student Characteristics
 - Describe the characteristics IEP teams will consider in making recommendation for services in an ED-P program.
3. Continuum of Services
 - Describe how the program will fit in with your continuum of services.
4. Separation from Others
 - How will students in the program be separated from other students?
 - The program must be housed in a **separate building, separate school, or separate classroom** that inconspicuously and physically restricts access to/from the traditional school site.
 - Programs should have a maximum of 12 students with a **teacher** and a **full-time paraprofessional**, with a **third staff member available for crisis intervention and behavior management**.
5. Mental Health Component
 - How and by whom
6. Case Management:
 - How and by whom
7. Age Ranges
 - What age range will the program serve?
 - Programs should have no more than a **four-year age span per classroom** unless approved by ESS.
8. 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.

Teacher and Staff List

- Teacher
 - 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 \(OACIS\)](#).
 - 20 hours of additional professional development in teaching students with emotional disabilities (only applies to Cross-Categorical certified personnel)
- Paraprofessionals
 - Training in intensive behavior strategies, non-aversive physical management, and CPR/First Aid
- Third staff member available for crisis intervention and behavior management.

School Site

- School Name
- Program Name (Optional)
- Physical Address
- Contact Person
- Phone
- Email
- Number of classrooms
- Grade levels to be served

For more information on how to complete the application, refer to the [ED-P Instruction Manual](#).