

Annual NPA Renewal Checklist

(for use by current NPAs seeking to continue NPA status)

Materials provided are for the past school year, unless specified differently in the list below. Please prepare PDFs of all documents if possible. Excel Spreadsheets are acceptable for reporting documentation.

Administration

- ☐ Completed [Annual NPA Renewal Application](#) (available on OSPI website)
- ☐ Roster of students (name, grade/age, district) placed at the NPA by Washington public school districts
- ☐ Reports
 - ☐ Aggregated summary data report on student attendance and discipline for students placed at the NPA by a Washington state public school district during the past school year (can be combined into one report or prepared as separate reports; the NPA can use its own reporting format or the sample fillable [attendance and discipline report](#) available on the OSPI website)
 - ☐ Aggregated summary data reports on restraint/isolation and critical incidents for students placed at the NPA by a Washington state public school district during the past school year (can be combined into one report or prepared as separate reports; the NPA can use its own reporting format or the sample fillable [restraint/isolation report](#) available on the OSPI website)

Hiring and Onboarding

- ☐ Updated list of *new* special services personnel hired within the past school year; include 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 NPA can use its own reporting format or the sample fillable [Special Education Personnel Record](#) available on the OSPI website)

- ☐ List of ongoing staff training (particularly for new staff) and professional development topics, including the dates offered, during the past school year (e.g., safety training, restraint/isolation, behavior training, etc.)
- ☐ Assurance that all staff credentials are up to date and all background checks for new hires have been completed



Annual NPA Renewal Checklist (continued)

Annual Onsite Review Visit Preparation

At least one sponsoring school district currently under contract for placement with the NPA must complete an onsite visit and submit a report to OSPI. Please work with a sponsoring school district to schedule the onsite visit and prepare, at a minimum, to include the following:

- ☐ An interview/conversation with the Director 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 (as appropriate based on whether the NPA provides services related to behavioral management and student support)
- ☐ An update on any major changes at the NPA regarding the provision of services to students (e.g., changes in NPA leadership; new facilities, adding or eliminating services; changes to the type(s) of programs and/or curriculum available; changes to any policy or procedure affecting contracts with school districts and/or procedural safeguards for students and families, etc.)

