



Preparing for the Application Process

**To help make the application process smoother,
please have the following documents/information ready.**

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, this will be your Statement of Assurance's (SOA) signer
 - Title
 - Phone
 - Fax
 - Email Address

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

- Name
- Title
- Phone
- Email Address
- Administration personnel
 - Such as a head teacher, principal, or other administrator certified in an administrative area
 - Or, documentation of experience and certification in the appropriate area of special education

Certification(s) and License(s):

- Teacher Certificates
 - The application will automatically obtain data from the certification database. You will need the following information for the application
 - The certificate holder's Public Educator ID number
 - If you do not have this information it can be obtained through the Online Certification Portal, located at:
<https://oacis.azed.gov/PublicOACIS/NormalPages/Educators.aspx>
- 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. More information is located at:
<https://cms.azed.gov/home/GetDocumentFile?id=58fe4fd61130c01f0c1cfd3e>



- SLP certifications may also be located through the Online Certification Portal, located at:
<https://oacis.azed.gov/PublicOACIS/NormalPages/Educators.aspx>
- Other related service provider licenses
 - Attachment

School Site:

- School Name
- Site CTDS number
 - If this is an initial application, a site CTDS will not have been generated
- Physical Address
- Contact Person
- Phone
- Email
- School District(s) in which site is located
- Grade levels to be served

Proof of Trainings:

- Behavior strategies (for cross-categorical teachers teaching in an ED-P setting who have not yet fulfilled the 20-hour requirement)
 - Attachment
- Non-adverse physical management
 - Attachment
- CPR
 - Attachment
- First Aid
 - Attachment

Other Documents:

- Special Education Policy and Procedures
- Cognia/AdvancED
 - Only if general education approval is desired
- Curriculum
 - URL where curriculum can be found
 - Attachment
- Fingerprint Clearance Cards
 - 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.



- Liability Insurance
 - Attachment
- Fire Marshal Report
 - Attachment
- School Calendar
 - Attachment

Preschool:

- Copy of DHS Day Care License

Residential Facilities:

- DES or DHS License