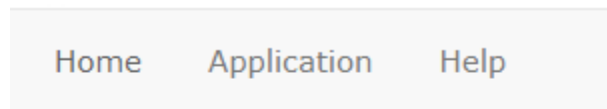![Exceptional Student Services logo]

Renewing Your Application

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

The 2020-2021 application will open April 1st 2020.
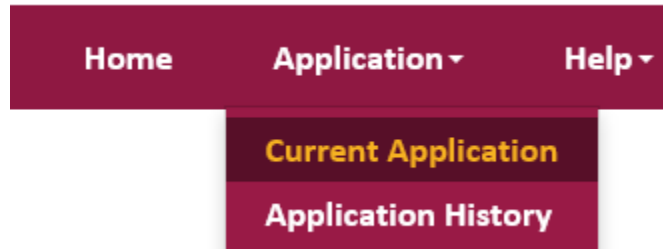
Open ADE Connect:
- https://home.azed.gov/Portal/
- Open **ESS Portal/ESS Private Day and RTC Approval**
- Select new school year

Home	Application	Help

State School Year | 2020-2021

- Select Current Application

Home	Application ▾	Help ▾
	Current Application	
	Application History	

   o Your information from the previous year will be carried over.

Ensure Administrative Information is Accurate:
- Corporate name
- Entity ID or CTDS number
- Corporate mailing address
- Corporate contact information
   o Title
   o Phone
   o Fax
   o Email Address

Ensure School Administrator is Accurate:
- 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

Documents to Upload [Ensure documents are current]:

- Special Education Policy and Procedures
- Cognia/AdvancdED
  - 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
- 2020-2021 school calendar

Other Documents to Upload:

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

Preschool:

- Copy of DHS Day Care License

Residential Facilities:

- DES or DHS License

Ensure Teacher Certification(s) and license(s) are valid:

- 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, Prekindergarten-12 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
- Teachers assigned