

Special Education Board Questions FAQs

Q If I am applying for both a regular education and special education license, do I have to complete both Board questions?

A No, if applying for both regular education and special education, you only answer the special education questions.

Q When answering question 1 regarding philosophy, do I include childcare?

A No, only provide the philosophy of the school. Also be sure to describe the special education exceptionalities of the students you will be enrolling. You can find the exceptionalities that the Board licenses at the following link: [Special Education Exceptionalities](#)

Q What do I include in question 2?

A If you have a residential facility that is tied to the school, or the school will be part of a hospital setting, be sure to include that in your answer. Also indicate if you offer an AEDY program, behavioral health services, etc. If you have a childcare center and/or before and after care through DHS, also include that in your answer as well as the Keystone Star level that is held.

Q When answering question 3 about education director, teacher experience and ratio what do I include?

A Provide an explanation of previous experience the education director and teachers have had in the field of education. Indicate where their experience came from (employment) and how long they were employed. Explain how they are qualified to teach the disabilities of students to be enrolled. You do not have to include what degrees they hold.

Only provide student/teacher ratios for the exceptionalities you are seeking a license for. You do not want to include all exceptionalities that are listed in the questions if you are not seeking a license for them.

Q How should I answer question 4?

A If curriculum is purchased, identify the curriculum being used and if it is aligned with the grade appropriate state standards.

If the curriculum is teacher created, explain how the curriculum is developed and how it is aligned to the grade appropriate state standards.

Q If a daily class schedule is already included in the application packet, do I have to include the schedule in question 5 and 6 also?

A No, just indicate that the schedule is included in the application packet. You may provide an explanation about the schedule here. If you include schedules in questions 5 and 6, you do not have to submit a separate schedule.

Q Must I provide a full list of materials for question 9?

A No, do not include a list of materials for question 9. You must explain how materials will be used to support children's learning and how they are aligned with the grade appropriate state standards. You may include a few examples of materials. A separate list of materials must be submitted with the application packet as a separate document.

Q What should I include in question 10a and 10b regarding reporting student progress to parents and parent evaluations?

A The Board recommends holding at least 2 parent/teacher conferences during the school year. Indicate when parent/teacher conferences will be held and how you will deliver a student's progress in question 10a.

The Board recommends that schools offer opportunities for parents to evaluate its program and offer feedback. Indicate how parents can evaluate the school both in-person and anonymously.

Q In question 13, what types of professional development does the Board recommend?

A The Board recommends professional development in the areas of curriculum development, special education, early childhood, best practices, etc. Professional development should include topics that will enhance a teacher's ability to instruct students, provide experience for teachers and support staff to work with the types of students that are enrolled at the school. Identify the topics of courses that staff will be required to take.

Q In question 18, who should provide letters of support?

A If publicly placed students will be placed at your school, you must submit 3 letters of support from surrounding school districts, one being from your local LEA (please make sure they are signed.) You may also submit support letters from surrounding Charter Schools.