

**New Hampshire Department of Education,  
Bureau of Special Education Support (Bureau)  
Approval of Private Provider Special Education Programs (AP3s)  
2022-2023 Sample Timeline**

Technical Assistance and Trainings are offered by the Bureau throughout the monitoring process.

|                             |  |   |   |
|-----------------------------|--|---|---|
| <b>Monitoring Process</b>   | April 2022   | <b>Notification of Monitoring Process</b>   | <ul style="list-style-type: none"> <li>Private Providers requiring monitoring during 2022-2023 are notified of the Approval of Private Provider Special Education Programs Monitoring Process (AP3s)</li> <li>The notification letter includes a list of approved special education programs for the Private Provider to review</li> </ul>  |
|                             | April – May 2022                                     | <b>Provider Notified</b>  | <ul style="list-style-type: none"> <li>AP3 Review Letter sent one week prior to initial meeting with dates for Data Collection Training (September) and the onsite monitoring visit (March)</li> <li>Zoom link for the initial meeting sent in a reminder email reminder with attachments for the Application Process Review Letter and application materials (Special Education Procedures Review, Application, and Personnel Roster)</li> </ul>                   |
|                             | May 2022   | <b>Initial Process and Program Approval Meeting</b>   | <ul style="list-style-type: none"> <li>Bureau consultants meet with Private Provider leadership to outline the monitoring process, review application materials, and answer questions</li> </ul>  |
|                             | Sep 2022   | <b>Overview of Monitoring Process Letter</b>  | <ul style="list-style-type: none"> <li>AP3s Process overview letter sent to the Private Provider reviewing the monitoring process and confirming dates for on-site monitoring visit and On-site Data Collection Form training</li> <li>Data Collection Form and Appendix A – K-12 Curriculum self-assessment sent as attachments with the AP3s Process letter</li> </ul>  |
|                             | Fall 2022  | <b>Provider Staff Training</b>  | <ul style="list-style-type: none"> <li>The Bureau conducts onsite Data Collection Form training for Private Provider staff</li> </ul>   |
|                             | Dec. 2022  | <b>Provider Notified</b>  | <ul style="list-style-type: none"> <li>The Bureau notifies Private Providers of the selected three week time period for implementation of services verification</li> </ul>  |
|                             | Feb 2023   | <b>Submission of Application Materials:</b>   | <ul style="list-style-type: none"> <li>Private Providers submit application materials <b>no later than 30 days prior to the date of the on-site</b> for the Bureau team to review</li> </ul>  |
|                             | Feb – March 2023                                     | <b>Questions/ Clarification:</b>  | <ul style="list-style-type: none"> <li>The Bureau contacts Private Providers with questions/clarification regarding submitted application materials</li> </ul>  |
|                             | March 2023   | <b>Monitoring on-site(s):</b>   | <ul style="list-style-type: none"> <li>Bureau trained reviewers conduct the on-site monitoring visit</li> </ul>   |
|                             | April – May 2023                                     | <b>Report meeting</b><br>Within 60 days of the initial monitoring on-site visit   | <ul style="list-style-type: none"> <li>The Bureau sends written documentation of findings (Report<sup>1</sup>, Application Checklist) to the Private Provider</li> <li>Bureau consultants meet with Private Provider leadership to review the written documentation of findings (Report<sup>1</sup>, Application Checklist)</li> <li>Report is posted to the Bureau website</li> <li>Program Approval information included in report (with certificates)</li> </ul> |
| <b>Corrections Verified</b> | <b>Closeout letter sent to Provider</b> <sup>2</sup> | <ul style="list-style-type: none"> <li>All noncompliance verified as corrected per corrective actions identified in the report (Application Checklist)</li> </ul> |   |

<sup>1</sup> In the event the written report shows that the LEA, other public agency, private provider... has not complied with orders issued by the department, the commissioner of education shall give the written notice of the further enforcement action to be taken per Ed 1125.02(c)

<sup>2</sup> The Bureau must verify correction of noncompliance as soon as possible but in no case later than one year from the date of the written findings.