

**New Hampshire Department of Education (NHED),
Bureau of Special Education Support (Bureau)
Approval of Private Provider Special Education Programs (AP3s)
2023-2024 Sample Timeline**

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

Monitoring Process	April 2023	Notification of Monitoring Process	<ul style="list-style-type: none"> Private Providers requiring monitoring during 2023-2024 are notified of the Approval of Private Provider Special Education Programs Monitoring Process (AP3s) The notification letter includes a list of approved special education programs for the Private Provider to review
	April – May 2023	Provider Notified	<ul style="list-style-type: none"> AP3 Review Letter sent prior to initial meeting with dates for Data Collection Training (October) and the on-site monitoring visit (March) with the following attachments: Application Process Review Letter, Application, Special Education Procedures Review, and Personnel Roster Zoom link for the initial meeting sent in a reminder email
	May 2023	Initial Process and Program Approval Meeting	<ul style="list-style-type: none"> Bureau consultants meet with Private Provider leadership (via zoom) to outline the monitoring process, review application materials, answer questions, and provide tentative dates for on-site monitoring visit and Data Collection Form training
	Sep 2023	Overview of Monitoring Process Letter	<ul style="list-style-type: none"> AP3s Process overview letter sent to the Private Provider reviewing the monitoring process and confirming dates for on-site monitoring visit and Data Collection Form training Data Collection Form sent as an attachment with the AP3s Process letter
	Fall 2023	Provider Staff Training	<ul style="list-style-type: none"> The Bureau conducts Data Collection Form training for Private Provider staff
	Dec. 2023	Provider Notified	<ul style="list-style-type: none"> The Bureau notifies Private Providers of the selected three-week time period for implementation of services verification
	Feb 2024	Submission of Application Materials:	<ul style="list-style-type: none"> Private Providers submit application materials no later than 30 days prior to the date of the on-site for the Bureau team to review
	Feb – March 2024	Questions/ Clarification:	<ul style="list-style-type: none"> The Bureau contacts Private Providers with questions/clarification regarding submitted application materials
	March 2024	Monitoring on-site(s):	<ul style="list-style-type: none"> Bureau trained reviewers conduct the on-site monitoring visit
April – May 2024	Report meeting Within 60 days of the initial monitoring on-site visit	<ul style="list-style-type: none"> The Bureau sends written documentation of findings (Report¹, Application Checklist) to the Private Provider Bureau consultants meet with Private Provider leadership to review the written documentation of findings (Report¹, Application Checklist) Report is posted to the Bureau website Program Approval information included in report (with certificates) 	
Corrections Verified	Closeout letter sent to Provider ²	<ul style="list-style-type: none"> All non-compliance verified as corrected per corrective actions identified in the report (Application Checklist) 	

¹ 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)

² 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.