

EFA EDUCATION SERVICE PROVIDER APPLICATION REVIEW PROCESS

Ed 803.02 Education Service Providers.

(a) The scholarship organization shall publish on its website a standard application form, and procedures for review and approval of education service providers including, but not limited to procedures, if any, used by education service providers to ensure background check of employees who have direct contact with students.

APPLICATION REVIEW PROCESS

1 Is the provider currently an approved provider, or has the provider been approved in the past? Yes / No

- If the provider is currently approved, check to confirm that the provider is eligible & update contact information.
- If the provider had been approved previously, but is no longer an approved provider or the provider was removed from the EFA program, do not approve and contact the Director of Compliance.
- If the provider has not been approved previously, then continue.

2 Is the application complete? Yes / No

- a** If yes, continue.
- b** If no, contact the provider and request additional information.

3 Is the applicant an acceptable provider type? Yes / No

- In-Person Private / Nonpublic School, Public School or Academy, Career or Technical School, or Post-Secondary Institution
- Virtual Programs: Private schools or private educational programs that deliver K-12 instruction (education) entirely online
- Learning Center: This category is for institutions that provide courses, classes, tutoring, and specialized education programs.
- Therapists: This category is for providers who have a therapy license or certification. Examples of therapy services include, but are not limited to: speech therapy, occupational therapy, physical therapy, equine/horse therapy, music therapy, vision therapy, art therapy, Applied Behavior Analysis.
- Tutor: This category is for providers who have a valid state, national, or regional credential such as state teaching certificate, college degree or higher. Examples of tutoring include but are not limited to: science, mathematics, language, government, history, health, reading, writing, spelling, art, music, or similar subjects.

- Retailer: This category is for Educational Software Vendors, Curriculum Vendors, Standardized Test Vendors.

a If yes, continue.

b If no, then deny.

4 Has the applicant chosen the correct organizational structure for the application? Yes / No

- Institution/Clinic/Company/Organization, (any type of organization, including schools and nonprofits)

- Self-employed/Individual Provider (a single person, working alone)

a If yes, continue.

b If no, then deny.

5 If the applicant is a School, Institution, Clinic, Company or Organization, are they registered with the governing body in the state in which they are located? Yes / no

a If yes, continue.

b If no, then deny.

6 Is the applicant a self-employed individual and a certified teacher? If yes, has their certification been revoked? Yes / No

a If yes, then deny.

b If the teacher's certification has NOT been denied, then continue.

7 Is the applicant listed on the National Sex Offender Registry? Yes / No

a If yes, DENY & contact & Director of Policy and Compliance

b If no, then continue

8 Has the applicant agreed to the Background Check & Program Assurances Statement? Yes / No

a If yes, then continue.

b If no, then deny.

9 If the applicant is a self-employed individual, has the applicant attached a copy of their resume, relevant education/experience, and or certifications/licenses? Yes / No

a If yes, then continue.

b If no, then request additional documentation.

c If the applicant refuses or does not respond then deny.

APPROVAL OF APPLICATION

If the applicant has satisfied all conditions the applicant may be approved. If additional information is needed, contact the applicant to request additional documentation.

Revised: January, 2024
Approved: October, 2021