



AMERICAN ACADEMY FOR LIBERAL EDUCATION
CHARTER SCHOOL ACCREDITATION

AMERICAN ACADEMY
for
LIBERAL EDUCATION

Application for
CHARTER SCHOOL
EDUCATIONAL PROGRAM CERTIFICATION

American Academy for Liberal Education
1050 17th Street, NW – Suite 400
Washington, D.C. 20036
Phone: 202.452.8611
Fax: 202.452.8620
www.aalecharters.org
charters@aale.org

Copyrighted Material
Do not quote or reproduce without permission

Table of Contents

Overview.....3
Completing the Educational Program Certification Application.....6
Educational Program Certification: Organizational Information.....7
Educational Program Certification: Agreement9
Educational Program Certification: Program Design Information.....10
Appendices.....13

Introduction

Charter School Educational Program Certification

Applicants for Educational Program Certification must provide all information requested in the Charter School Educational Program Certification Application (below)

Please call AALE for further information and a telephone consultation (202) 452-8611

Charter School Educational Program Certification is an important step toward AALE Accreditation and thus to full AALE membership status. It allows individuals and organizations developing plans and applications for public charter schools to establish public recognition by the Academy that the design of the school's educational program is exemplary. Further, AALE Educational Program Certification is public acknowledgement that when the design is fully developed into a mature educational program any charter school implementing it *as designed* will have the potential to become fully accredited upon meeting all required AALE standards. Educational Program Certification is granted for a period of up to five (5) years at which point a charter school's developers or operators must apply for AALE accreditation.

Charter schools and organizations seeking Educational Program Certification must complete this application and demonstrate that they are able to meet applicable Academy *Educational Program* accreditation standards by submitting to the Academy thorough and detailed descriptions of relevant educational program design plans and documents.

All AALE application materials are available for viewing, downloading, and printing at our website (www.aale.org). Printed copies are available by request from the Academy. AALE lists the names and locations of all accredited charter schools on its website and may, by mutual agreement, include a link to the school website. No other information about accredited charter schools is included on the website, except by mutual agreement.

If you have any questions about AALE Educational Program Certification, about this Educational Program Certification application, or about the Academy's policies and procedures, please feel free to contact us at (202) 452-8611 or email charters@aale.org.

Overview of the Educational Program Certification Application Process

The time required to complete the AALE process for Educational Program Certification varies from case to case, but it is possible to complete the entire process within four months after submission of a complete application. The following offers brief descriptions of AALE's requirements for Educational Program Certification, a brief description of the application process, and an estimated timetable for completing the process.

Eligibility Requirements

Educational Program Certification is granted only to eligible organizational entities (charter schools or sponsoring organizations).

Organizational Agreements and Administrative Structure

1. To be eligible the organization or charter school (or schools) seeking Educational Program Certification must attest to:
 - a. Its commitment and intent to establish a charter school within two (2) years of receiving AALE Educational Program Certification. This charter school must implement the design submitted for certification.
 - b. Its commitment and intent to comply with the *Academy's Standards for Charter School Educational Program Certification*, either current or as these may be modified hereafter, consistent with the policies and procedures of the Academy;
 - c. Its understanding and agreement that the Academy may, at its discretion, make known to any agency or member of the public that requests such information, the nature of any action, positive or negative, regarding its Educational Program Certification status with the Academy;
 - d. Its agreement to disclose all such information to the Academy as it may require in order to carry out its evaluation and Educational Program Certification functions;
 - e. Its agreement to refrain from making any promotional use of its application for Educational Program Certification prior to the actual granting of certification status and then to promote only those program designs certified; and

- e. Its agreement that failure by the Academy to act favorably upon an application for Educational Program Certification, program certification, accreditation, or renewal of accreditation by the American Academy for Liberal Education, absent a showing of actual malice, shall not, in and of itself, constitute grounds for legal action against AALE by the applicant school or individuals therein. In all cases when a disagreement cannot be resolved through normal AALE appeals procedures, the school and the individuals therein agree to AALE's arbitration policy which provides for final action after review in accordance with the Rules of the American Arbitration Association.
2. The organization seeking Educational Program Certification has or will have an active, policy-making administrative structure or governing board which has the authority and duty to ensure that the educational program design to be certified is of the highest quality and effectiveness.
 3. The organization seeking Educational Program Certification has accurately completed the organizational information form included with the application.

Mission and Program Information

4. The organization seeking Educational Program Certification has a clearly defined, explicit mission to establish a charter school or charter schools that provide(s) a high-quality educational program based on the liberal arts and is appropriate to a public charter school.
5. The organization seeking Educational Program Certification has clear, accurate, and current information describing the design of this educational program, including:
 - a. Curriculum content in basic skills and liberal arts subjects.
 - b. Instructional approaches.
 - c. Assessment strategies, instruments, and schedules.
 - d. Nature of interface with appropriate federal, state, or local requirements and regulations.

Actual or Planned Implementation

6. The educational program design to be certified is scheduled to be implemented in a charter school (or schools) that has (have) a charter and formal authority from the appropriate charter school authorizer to

offer instruction, diplomas, and/or certificates of completion in the jurisdiction(s) in which the school operates. Or that the organizational entity seeking Educational Program Certification will apply for a charter (charters) and the formal authority to operate a charter school (charter schools) implementing the design from the appropriate charter school authorizer(s) within two years of receiving Educational Program Certification.

Estimated Timeline

Note: The following is for illustration purposes only. Early in the Educational Program Certification process AALE staff will conduct a consultation with the school to determine a specific timeline with benchmark dates.

Weeks 1-4

Step I. The organization seeking program certification (charter school or management organization) submits a completed Program Certification application. An application fee of \$7500 is also required at this time.

Step II. AALE conducts first consultation with organization to set timeline and select program design consultants to review application materials and supporting documents.

Weeks 5-12

Step III. AALE staff and consultants review application materials and supporting documents, submit preliminary report, and conduct application review debriefing with organization (either by teleconference or in person). Organization amends, revises, etc. application where necessary.

Step IV. AALE staff and program design consultants complete final Educational Program Certification report.

Weeks 13-16

Step V. AALE submits application materials and supporting documents, and organization's response to Expert Reviewers. AALE's Expert Reviewers come from the ranks of recognized scholars from liberal arts content areas, educational research and development, curriculum design, and K-12 pedagogy as well as charter school administrators, teachers, and program coordinators.

Step VI. Based on Expert Reviewer recommendations, AALE takes formal action on Educational Program Certification.

For more information about AALE reviewers and staff, please visit the Academy's website, charters@aaale.org.

Completing the Educational Program Certification Application

A complete Educational Program Certification Application requires:

- A completed Organizational Information Form
 - A signed Educational Program Certification Agreement
 - A completed Educational Program Certification Application Form
 - An application fee of \$7500 for each educational program submitted for Educational Program Certification
-

Any person authorized by the Chief Executive Officer of an organization seeking Educational Program Certification (charter school or sponsoring organization) may complete the information requested in these forms. The Educational Program Certification Agreement **must** be signed by the Chief Executive Officer or an individual authorized by the Chief Executive Officer. A letter of intent to apply for AALE Educational Program Certification also must be submitted with the completed application. Although some information is called for more than once on these forms AALE asks that all forms be completed.

AALE requires supporting documentation for certain parts of the Educational Program Certification application; these are clearly indicated. *Please be sure to include copies of all documents cited with the completed application.*

This packet contains all the forms necessary to complete a Educational Program Certification application. Electronic versions of these forms may be downloaded from the AALE website (www.aale.org/charters).

Application Fee

An application fee of \$7500 U.S. is required for each educational program submitted by an organization for AALE Educational Program Certification. This fee should be submitted with the completed application in the form of a check or money order made payable to the "American Academy for Liberal Education."

Returning the Completed Application

Please return the completed application packet, including all forms and required supporting documents, the signed Program Certification Agreement, the letter of intent, and the application fee, to the following address:

American Academy for Liberal Education
1050 17th Street, NW
Suite 400
Washington, DC 20036

Organizational Information

Organization

Name:

Address:

City, State, and Zip Code:

Main Phone:

FAX:

Website:

Chief Executive Officer

Name:

Title:

Address:

City, State, and Zip Code:

Phone:

E-mail:

Educational Program Certification Liaison to AALE

Name:

Title:

Address:

City, State, and Zip Code:

Phone:

E-mail:

Program(s) Submitted for Design Certification

Charter School(s) Planning to Implement Program

Name:	Name:
Address:	Address:
City, State, and Zip Code:	City, State, Zip Code:
Main Phone:	Main Phone:

Name:	Name:
Address:	Address:
City, State, and Zip Code:	City, State, Zip Code:
Main Phone:	Main Phone:

Name:	Name:
Address:	Address:
City, State, and Zip Code:	City, State, Zip Code:
Main Phone:	Main Phone:

Name:	Name:
Address:	Address:
City, State, and Zip Code:	City, State, Zip Code:
Main Phone:	Main Phone:

Name:	Name:
Address:	Address:
City, State, and Zip Code:	City, State, Zip Code:
Main Phone:	Main Phone:

Name:	Name:
Address:	Address:
City, State, and Zip Code:	City, State, Zip Code:
Main Phone:	Main Phone:

Name:	Name:
Address:	Address:
City, State, and Zip Code:	City, State, Zip Code:
Main Phone:	Main Phone:

Program Certification Agreement

Organizations applying for Educational Program Certification by the American Academy for Liberal Education must complete and submit this agreement as a requirement of application.

In partial fulfillment of the requirements for Educational Program Certification, program certification, accreditation, or renewal of accreditation by the American Academy for Liberal Education _____ (Name of Organization) does hereby agree to abide by the following conditions:

- a. The organization is committed to and intends to adhere to the *Standards for Charter School Educational Program Certification* of the American Academy for Liberal Education, either current or as these may be modified hereafter, consistent with the policy and procedures of the Academy.
- b. The organization understands and agrees that the American Academy for Liberal Education, at its discretion may make known to any agency or member of the public that requests such information, the nature of any action, positive or negative, regarding the organization's Educational Program Certification status with the Academy.
- c. The organization agrees to disclose to the American Academy for Liberal Education any and all such information as the Academy may require to carry out its evaluation and accrediting functions.
- d. The organization, upon receiving Charter School Educational Program Certification, agrees that all charter schools currently open or to be opened under the organization's auspices will apply for full accreditation from the American Academy for Liberal Education within five (5) years.
- e. The organization agrees to refrain from making any promotional use of its application for Educational Program Certification prior to the actual granting of design certification status and then to promote only those program designs certified.
- f. The organization agrees that failure by the Academy to act favorably on an application for Educational Program Certification, program certification, accreditation, or renewal of accreditation by the American Academy for Liberal Education, absent a showing of actual malice, shall not, in and of itself, constitute grounds for legal action against AALE by the applicant organizations, schools, or individuals therein. In all cases when a disagreement cannot be resolved through normal AALE appeals procedures, the organization and the individuals therein agree to AALE's arbitration policy which provides for final action after review in accordance with the Rules of the American Arbitration Association.

Signature – Chief Executive Officer

Date

Educational Program Certification Application Program Design Information

A. Organizational Mission and Program Information

1. Mission

Please provide the full text of the organizational mission statement and copies of all published document(s) containing the full text of the organizational mission statement with appropriate pages and sections highlighted. If the mission statement appears on an organizational Web site, please provide address.

2. Program Information

Please list below all programs submitted to AALE for Educational Program Certification by grade level of implementation.

Kindergarten	Seventh Grade
First Grade	Eighth Grade
Second Grade	Ninth Grade
Third Grade	Tenth Grade
Fourth Grade	Eleventh Grade
Fifth Grade	Twelfth Grade
Sixth Grade	Other (please specify)

For each program design submitted please provide information about the following program design elements and copies of any published document(s) containing this information with appropriate pages and sections highlighted. If the program design information appears on an organizational Web site, please provide address.

- Purpose and intention.
- Curriculum structure and content.
- Instructional approaches and design (in general and by-grade level).
- Nature of interface with appropriate federal, state, or local standards, requirements, and regulations including *No Child Left Behind* and IDEA.
- Assessment strategies, instruments, schedules, and outcome measures.
- Expected impact on student achievement and performance for all populations (test data, research, case study, or testimonial).
- Special instructional programs for special education, limited English proficiency, gifted, and remedial students.
- Staff qualifications and training.
- Program support systems and resources and the nature of their match with essential program elements.

B. Planned Implementation

Please provide a list of the charter school(s) where the program will be implemented and copies of the document(s) showing the plan to implement with appropriate pages and sections highlighted. If the planned implementation information appears on Web sites, please provide addresses. Use additional sheets if necessary.

Name:	Name:
Address:	Address:
City, State, and Zip Code:	City, State, Zip Code:
Main Phone:	Main Phone:
Website:	Website:
Authorizer [University, school district, etc.]:	Authorizer [University, school district, etc.]:
Target Start Date:	Target Start Date:

Name:	Name:
Address:	Address:
City, State, and Zip Code:	City, State, Zip Code:
Main Phone:	Main Phone:
Website:	Website:
Authorizer [University, school district, etc.]:	Authorizer [University, school district, etc.]:
Target Start Date:	Target Start Date:

Name:	Name:
Address:	Address:
City, State, and Zip Code:	City, State, Zip Code:
Main Phone:	Main Phone:
Website:	Website:
Authorizer [University, school district, etc.]:	Authorizer [University, school district, etc.]:
Target Start Date:	Target Start Date: