1. School and contact information

Complete one application per school. Submit this PDF electronically with supporting documents and signed notarized certification together as an electronic submission. Supporting documents may be attached to the PDF using a PDF editor that supports file attachments, or submitted alongside it. No hard copy is required.

Download and open in Adobe Acrobat Reader. Use Save As to create your working copy; save regularly and reopen it to continue. For long answers or extra contacts, upload labeled continuation pages.

Optional upload link for application and documents

Name files SchoolName_DocumentName_Date. Identify the school on all documents. Complete the required signatures and notarization before submission. The upload link is available for files submitted separately.

Type of accreditation

Select...

Full name of school / facility / organization

Correspondence contact name

Title

Email address

Direct phone number

Physical address (street, city, state, ZIP)

Mailing address, if different (street, city, state, ZIP)

Website

2. Administration and governance

Additional school contacts

Contact 1: name and position

Phone number

Contact 1: email address

Contact 2: name and position

Phone number

Contact 2: email address

Ownership of facility (select one)

Select...

If other, specify ownership type

Name of owner, partners, or corporation

Owner / corporation address (street, city, state, ZIP)

Type of governing / supervisory body

Select...

If other, specify governing / supervisory body

Frequency of meetings

Terms of membership

3. School history and affiliations

Year facility began

Year incorporated

Is the facility faith-based?

Select...

If yes, religious affiliation

Is the facility financially or legally affiliated with another organization?

Select...

If yes, name of affiliated organization

Affiliated organization address

Affiliated organization telephone number

Governing / supervisory body membership

Upload a roster with the following information for each member: name; address; board position or responsibility; occupation; year term expires; telephone number; and representation.

Representation categories: Community; Parents; Public Agency; Facility Administration; Facility Staff; Relevant professional discipline; Other.

Roster file name and any additional information

4. Licensure, enrollment and fees

Identify current licenses, approvals, or accreditations held by the facility. Enter N/A for licenses that do not apply.

Virginia Department of Education certificate to operate: expiration date

VDOE licensed enrollment capacity

Total enrollment on application date

Virginia Dept. of Behavioral Health and Developmental Services: expiration date

Virginia Department of Social Services license: expiration date

Other licenses / approvals / accreditations and expiration dates

Accreditation application fee

A nonrefundable application fee is required for each school applying for accreditation or reaccreditation. Each school must submit a separate application, including schools with common ownership. Site visit expenses are separate.

Application fee per school - based on number of schools applying

Select...

Payment reference / status

Site visit expenses and multi-location discounts

The applicable fee tier applies per school to schools under common ownership. The discount reaches its maximum at 10 schools; the $500 per-school rate applies to 10 or more schools. For example, six schools qualify for the $600 per-school rate.

In addition to the application fee, the school is responsible for site visit expenses, including reviewer travel or mileage, lodging, and meals, as applicable. Coordinate visit arrangements and anticipated expenses with VAISEF before the visit.

Application fee per school:

1-2 locations: $800 | 3-5 locations: $700 | 6-9 locations: $600 | 10 or more: $500

4. Licensure, enrollment and fees - continued

Summary of current cash income and expenditure budgets

Enter the budgeted amount and percentage of total for the current year.

Budgeted cash income for current year

Source	Amount ($)	% of total
Fees		
Grants		
Donations		
Loans		
Other		
TOTAL		

Budgeted cash expenditures for current year

Category	Amount ($)	% of total
Personnel		
Other Operating Expenses		
Capital Expenditures		
TOTAL		

5. Required application documentation

Upload all applicable documents listed below with the application for it to be considered complete. Each document must show its preparation, adoption, or revision date. Enter the document name and section/page for each item; reference the same document for each item it covers.

By-Laws and/or Articles of Organization | Standard 1.2 - document name, section/page

Table of Organization | Standard 1.3 - document name, section/page

Annual Budget | Standard 2.1 - document name, section/page

Annual Financial Statement and Independent Audit or Review | 2.3 - document name, section/page

Private Funding: Financial Interests of Students and Families | 2.4.B - document name, section/page

Statement of Philosophy, Objectives, and Strategies | Standard 3.1 - document name, section/page

Written Description of Services and Admission Criteria | 3.1.A and 8.1 - document name, section/page

Rights of Students and Families | Standard 3.2.A - document name, section/page

Behavior Management of Students | Standard 3.2.B - document name, section/page

Explain missing documents on the following page. Document length may vary with the size and complexity of the facility.

6. Documentation available for site visit

Explain any required application document not included (identify each item)

Indicate the availability of each site visit document. If unavailable or not applicable, explain on page 8.
Documents requested in the application must be uploaded, if applicable, for the application to be complete.

Budget Performance Reports (two per fiscal year) | 2.2

Select...

Consumer Documents (applications, contracts) | 2.4.A

Select...

Orientation to Practices and Procedures (sample materials) | 3.1.D

Select...

Current laws and regulations relevant to license | 3.4

Select...

Licenses and certificates, including VDOE license | 3.5

Select...

Personnel records (review sample and background checks) | 4.5.A

Select...

Staff Evaluation (sample) | 4.5.A

Select...

Written Job Descriptions for All Positions | 4.6.A

Select...

Designated individuals / job descriptions or policies (see page 8)

Select...

7. Site visit documentation - continued

Make available job descriptions or policies identifying individuals responsible for applicable functions, including educational leadership, personnel, health, safety, transportation, program review, research, and VAISEF participation. Refer to the relevant standards for each responsibility.

Notification of Admission Decision | 8.2

Select...

Records of Menus Served (when meals are provided) | 13.1.C

Select...

Transportation Policies and Procedures | 14.1.A

Select...

Policy Statement Regarding Research | 15.1

Select...

Previous Accreditation Review and Corrective Action, if applicable | 16.1.B, 16.3

Select...

Most Recent VDOE Review and Corrective Action, if applicable | 16.1.B, 16.3

Select...

Annual Report to VDOE: Private Day / Personnel Qualifications

Select...

VAISEF Self-Study | 17.3

Select...

VAISEF Post-Discharge Follow-Up Survey | 17.4.C

Select...

Explanation of unavailable / not-applicable site visit documents (attach extra pages as needed)

8. Student composition and services

Codes for exceptionalities accepted: P = Primary (according to licensure); S = Secondary (co-occurring disabilities accepted); E = Excluded. Enter the applicable code(s) in the licensed category column. A child may be counted more than once when computing category totals.

Exceptionality / service	Licensed category	Primary students	Secondary students	Age range served	Total enrollment
Autism					
Deaf-Blind					
Deaf					
Developmental Delay					
Emotional Disability					
Hearing Impairment					
Intellectual Disability					
Multiple Disabilities					
Orthopedic Impairment					
Specific Learning Disability					
Speech or Language Impairment					
Traumatic Brain Injury					
Visual Impairment (including blindness)					
Occupational Therapy					
Other					

If other, specify exceptionality / service

Number of volunteers

Number of interns

Other non-paid staff: number

Other non-paid staff: role

9. Certification of application

The undersigned hereby:

1. Grant permission to public licensing agencies, or any other relevant examining or reviewing agency or group, to release official records and information concerning the named facility to VAISEF for its use specifically with regard to consideration of this Accreditation Application

2. Agree to hold the Virginia Association of Independent Specialized Education Facilities and its Accreditation and Membership Committees, their members, officers, agents, and examiners, free from any damage or complaint by reason of any action they or any of them may take in connection with this application, the attendant evaluations and examinations, or the failure of said committee to issue a certificate.

3. Further agree that they are in compliance with the Civil Rights Act of 1964 and do not discriminate on the basis of sex, race, religion, or national origin in the distribution of educational services to the community or in the hiring and advancement of personnel, except as may be provided by law.

4. Certify that they intend to conduct a self-study of the applicant facility according to the Accreditation Standards of the Virginia Association of Specialized Education Facilities (VAISEF)

5. Apply for VAISEF Accreditation and give assurance that they intend to work to full accreditation within one year.

6. Agree to attest to the VAISEF Code of Ethics annually.

Complete the signature and notary section on page 10. Typing a name in a PDF field does not replace the required signature or notarization.
The full VAISEF Code of Ethics and its member acknowledgment are included on pages 11-14. Review and sign the acknowledgment as part of this application.

10. Signatures, notarization and submission

Print this page and sign it in the presence of a notary. Have the notary complete the certification and seal.
Scan or photograph the notarized page and upload it with the completed application. Mailing is not required.

Printed name - signer 1

Printed name - signer 2

Title - signer 1

Title - signer 2

Signature - signer 1

Signature - signer 2

Notary certification

Sworn to and subscribed before me this:

Day

Month

Year

Witness my hand and official seal.

Notary Public - printed name

Notary signature

Official seal

School name

Application date

Electronic submission

Save your final completed PDF. Attach supporting documents and signed notarized certification to the PDF using an editor that supports file attachments, or submit them alongside the PDF. The upload link below is available for separate files. No hard copy is required.

Optional upload link for application and documents

Submission does not confirm payment, document completeness, or accreditation approval.
Save your completed PDF before uploading. Use additional labeled pages if needed.

VAISEF Code of Ethics

All VAISEF members are required to sign the applicable membership statement as a condition of initial and continued membership in the Association.

Changes in Licensure Status

Members are responsible for maintaining all licenses required for their schools and programs. Any adverse change in the status of a required license issued by the Virginia Department of Education (VDOE), Virginia Department of Social Services (VDSS), or Virginia Department of Behavioral Health and Developmental Services (DBHDS), as applicable, must be reported in writing to VAISEF within 30 calendar days.

The notification must include documentation of the licensing action and any related findings, citations, corrective actions, or program changes.

- **Revocation of a Required License**
  - If an applicable licensing authority revokes a license required for the operation of a VAISEF-accredited school or program, the school or program's VAISEF accreditation will automatically be placed on probationary status.
  - Probationary status resulting from license revocation is automatic and does not require prior review or recommendation by the Accreditation Committee.
- **Other Adverse Licensing Actions**
  - Adverse licensing actions other than revocation—including provisional status, license downgrades, sanctions, restrictions, or other actions that may affect compliance with VAISEF accreditation requirements—will be referred to the Accreditation Committee for review.
  - The Accreditation Committee will review the circumstances of the licensing action, including any related findings, citations, corrective actions, or program changes, and determine whether the action may affect the member's VAISEF accreditation or membership status or require additional accreditation review.
  - Following its review, the Accreditation Committee will make a recommendation for further action in accordance with VAISEF procedures.

ETHICAL PRACTICES AND PROFESSIONAL RESPONSIBILITIES OF MEMBERS

VAISEF members are expected to conduct themselves with integrity, professionalism, and respect in all activities associated with the Association and the students, families, professionals, and organizations they serve. Members share responsibility for supporting ethical practice, promoting professional collaboration, and contributing to the quality of specialized education throughout the Commonwealth.

Members are encouraged to support one another in meeting these expectations and, when requested, to share their knowledge and expertise in support of other VAISEF members.

Section 1: Responsibilities to VAISEF and Fellow Members

1. **Support the Mission of VAISEF**
   Members shall support the mission, purpose, and work of VAISEF and conduct themselves in a manner consistent with the Association's values and expectations.
2. **Respect Privacy and Confidentiality**
   VAISEF shall respect the privacy of its members. Members shall likewise protect confidential or sensitive information obtained through their participation in Association activities, consistent with applicable law and VAISEF policy.
3. **Promote Professional Collaboration**
   Members shall maintain respectful, cooperative, and professional relationships with other VAISEF member organizations.
4. **Respond to Association Requests**
   Members shall respond to reasonable requests for information from the VAISEF administrative office within established or otherwise reasonable timeframes.
5. **Meet Financial Obligations**
   Members shall fulfill financial obligations to VAISEF in accordance with established Association policies and timelines.
6. **Advance Specialized Education**
   Members shall support public awareness and understanding of issues, practices, and emerging trends in specialized education. Members are encouraged to share professional expertise, resources, and promising practices and to support appropriate opportunities for professional collaboration and visitation.
7. **Participate in the Work of the Association**
   Each member shall maintain active participation in VAISEF through designated representatives serving on a VAISEF committee, as an Association officer, or as a VAISEF representative to an approved statewide entity or initiative. System members must have at least one designated representative for each school within the accredited system.

Section 2: Responsibilities Within the Member Organization

1. **Accurate Representation**
   Members shall represent their schools, programs, services, qualifications, and organizational practices accurately and transparently.
2. **Avoid Conflicts of Interest**
   Members shall identify and appropriately manage actual or potential conflicts of interest. Members shall not offer, provide, solicit, or accept gifts, fees, gratuities, or other benefits in exchange for referrals.
3. **Maintain Nondiscriminatory Practices**
   Members shall maintain practices consistent with applicable federal and state nondiscrimination requirements.
4. **Maintain Professional Standards**
   Members shall uphold high standards of professional and ethical practice and conduct their operations in accordance with applicable laws, regulations, licensure requirements, accreditation standards, and professional expectations.
5. **Meet Organizational Financial Obligations**
   Members shall fulfill financial commitments and contractual obligations associated with the operation of their schools and programs in a responsible and timely manner.

Section 3: Responsibilities to Students and Families

1. **Professional and Ethical Conduct**
   Members shall maintain professional and ethical relationships with the students and families they serve. Members shall communicate honestly about their programs, services, and anticipated outcomes and shall not guarantee specific results or make false or misleading claims.
2. **Privacy and Confidentiality**
   Members shall maintain policies and procedures that protect the privacy and confidentiality of student and family information in accordance with applicable federal and state laws, regulations, and professional requirements.
3. **Licensure and Regulatory Compliance**
   Members shall maintain all licenses, certifications, and approvals required to operate their schools and programs and shall comply with the requirements of applicable regulatory and licensing authorities.
4. **Student Welfare and Appropriateness of Placement**
   Members shall prioritize the safety, well-being, and educational interests of the students they serve. Members shall accept and continue to serve students only when the school or program can reasonably meet the student's identified needs and provide appropriate educational programming, services, and supports.
5. **Commitment to Services and Agreements**
   Members shall provide services in accordance with applicable written agreements, contracts, individualized plans, and other established commitments. Members shall also fulfill financial and contractual obligations associated with the provision of services.

6. **Professional Growth and Expertise**
   Members shall support ongoing professional growth and continuous improvement in the education, support, and services provided to students. Members shall promote the appropriate sharing of professional knowledge, expertise, and resources with students, families, colleagues, and others involved in supporting student success.

Member Acknowledgment and Certification

By signing below, I certify that the organization identified below has reviewed and agrees to uphold the VAISEF Ethical Practices and Professional Responsibilities of Members. I understand that adherence to these expectations is a condition of initial and continued membership in VAISEF.

Organization/School Name: ___

Chief Administrative Officer: ___
Printed Name

Signature: _____

Date: _