

Submit Completed Applications for Recertification, including the fee of \$600 to

**New York State Education Department  
P. O. Box 7346  
Albany, NY 12224**

**RECERTIFICATION  
SCHOOL VIOLENCE PREVENTION AND INTERVENTION  
COURSE WORK PROVIDER AGREEMENT**

1. The applicant/provider agrees that the course work or training will cover, as a minimum, the required components contained in paragraph (a) of Part 57-2.3 of the Regulations of the Commissioner. The applicant/provider agrees that the course work will be current, relevant and appropriate for the professionals in the target audience.
2. The applicant/provider agrees that, if additional instructional staff members are selected, those persons will possess training, experience, or earned degrees comparable to staff identified in the application.
3. The applicant/provider attests that the target audience will be comprised of individuals applying for certification as teacher assistants, teachers, pupil personnel services professionals and school administrators.
4. The applicant/provider agrees to issue a Certification of Completion form within 21 calendar days to each person completing the course work or training. The format of this document will follow the model form included in the application packet or any alternate design which includes the minimum required information on the model form. The applicant/provider agrees to assume the cost of reproducing this and any other training-related paper work. The applicant/provider further agrees to assume the cost of postage, handling, or any other cost associated with sending material to the State Education Department.
5. The applicant/provider agrees to retain a copy of each Certification of Completion form, and copies of all program and promotional materials used for each course, for not less than six years from the date of completion of the course work. These records will be subject to review by the NYS Education Department. The applicant/provider agrees to make these records available to the NYS Education Department or its designee during regular business hours at the specified location. The applicant/provider agrees to notify the Department in advance of any location change of these records prior to the expiration of the six-year period, and to respond to any Department inquiry regarding these records.
6. The applicant/provider understands and agrees that the State Education Department may review and evaluate the course work or training offered and that the termination of a provider's approved status may result if the Department determines that the course work or training is inadequate, incomplete, or otherwise unsatisfactory.
7. The applicant/provider understands and agrees that failure to comply with this Agreement, or failure to substantiate the capability to offer the course work or training, or misrepresentation of requirements or status, may result in the termination of the Provider Agreement by the Department.
8. The applicant/provider understands and agrees that the term of continued approval as a provider is **six years**. At the expiration of this term, a provider may reapply to the State Education Department for approval to continue to offer the course work. The applicant/provider further agrees that if coursework or training is discontinued, all copies of certifications of completion issued within the six years prior to such discontinuance shall be transferred to the department.
9. The applicant/provider agrees to submit with the Renewal for Approval as a Provider of Course Work or Training in School Violence Prevention and Intervention and the Provider Agreement a fee of \$600, payable to the New York State Education Department.

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Signature of Authorized Official

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Date

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Print or Type Name

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Title