

**Application - Self-Reflection: Should Your Agency Apply to be a NJ SES Provider ?**

**NJ SES Provider Capacity Based on Statutory and Regulatory Criteria**

In the New Jersey Supplemental Educational Services (SES) Provider Application, Annual Report, Program Monitoring, and Renewal Process you will be asked to provide details and evidence to support the following questions:

**Academic Program:**

1. Can your agency demonstrate a sustained record of effectiveness at increasing the academic proficiency of students in schools and on state tests?
2. Is your agency's academic tutoring curriculum research-based?
3. Is your agency's tutoring curriculum aligned with the New Jersey curriculum standards and state assessments?
4. Can you explain how your agency has or will align your specific curriculum with that which is delivered in New Jersey classrooms?

**Instructors:**

5. Do you employ certified teachers to deliver instruction?
6. Do your instructors and program supervisors have experience teaching the New Jersey academic standards, specifically, Math, Science, Language Arts Literacy, and/or a specialty in Reading?
7. Does your staff have the professional training to assess and diagnose student learning needs as well as to develop effective Individual Student Learning Plans for each student?
8. Is the pedagogy (strategies of instruction) of your agency's tutors consistent with, and complimentary to, the instruction provided and content used by NJ school districts?
9. Does your agency have a comprehensive understanding of the student population to be served including the unique learning needs of students from low-income families?
10. What type of professional development do you offer to ensure that your employees effectively deliver your academic program?

### Professional Capacity:

11. Can your agency and all of its representatives meet all applicable federal, state, and local health, safety, and civil rights laws as required in statute and regulations?
12. Does your agency have the professional capacity to regularly collect and analyze student data? Do you have the ability to report that data to parents, districts and the state?
13. What systems are in place to enable your agency to communicate with districts, teachers and parents regarding student performance?
14. Can your agency communicate to parents through multiple methods in a format and language that they understand?
15. Does your agency have the capacity to manage a professional staff that will conduct appropriate, ethical and effective marketing, recruitment, and agency endorsement activities?
16. Is your agency able to serve students and conduct business as outlined in the NJ SES Provider State Assurances?
17. Is your agency able to submit reports, attend mandatory training sessions and undergo state evaluation and monitoring according to the tool shared on the NJDOE Webpage (<http://www.nj.gov/education/title1/program/ss/>)?

### Financial Capacity:

18. Does your agency have the financial capacity to operate an insured agency registered with the state of New Jersey for 12 months as you provide the materials, a safe and effective learning environment, qualified staff, data management system, communication system, and at least 25 hours of high quality academic tutoring that will impact student achievement?
19. Can your agency meet all statutory and regulatory requirements while charging reasonable fees relative to actual costs?
20. Can your agency manage multiple accounts with school districts and uphold the professional data collection and reporting responsibilities of a highly bureaucratic federal program?

Self-reflection on these and other questions listed in the federal guidance can help you decide if your agency is a good fit for NJ SES. (USDE Non-Regulatory Guidance on SES can be found at: <http://www2.ed.gov/policy/elsec/guid/suppsvcsguid.pdf>)