


HOME EDUCATION ASSOCIATION APPLICATION

INSTRUCTIONS

Complete the application on the reverse.

1. Provide all the information requested in Section I – Association Data. 
2. Answer “Yes” or “No” all questions in Section II – Affirmations by placing a check mark in the appropriate box.
3. Attach copy of PA Department of State registration as a non-profit organization and a copy of the IRS letter approving non-profit status.
4. Attach a list of the titles, names and addresses of each member of the Board of Directors.
5. Complete Section III – Authentication with a notarized original signature.
6. Use the following definitions in completing the application.

“Evaluator” refers to the person who evaluates a home education portfolio in accordance with the provisions of the Pennsylvania Home Education Law Section 1327.1 of the School Code and the procedures established by the association.

“Reviewer” refers to an employee of the Pennsylvania Department of Education who processes the new application or renewal application of the home education organization.

“Candidate” refers to the student in a Pennsylvania home education program who requests a high school diploma from an association.

“Officer” refers to an officer or director of a home education association who has been designated by the association to determine whether the documentation submitted by the candidate, such as a transcript, makes the candidate eligible to receive a diploma from the association.

7. If the standards for the Department's review are deemed to be incomplete, the Department may request additional information describing the standards.
8. The Department's review and recommendation will be completed and the applicant notified within 45 working days of receipt of the application.
9. Return one copy of the completed application to:

Pennsylvania Department of Education
Division of Nonpublic and Private School Services
333 Market Street (5th Floor)
Harrisburg, PA 17126-0333

Pennsylvania Department of Education

Home Education Association Application for Recognition

Section I – Association Data

In the space below provide the information requested.

Association Name _____
Address _____ City _____ State _____ ZIP Code _____
Telephone () _____ - _____ FAX () _____ - _____ E-mail _____
Contact Person: _____ Date Prepared _____
Application Status: (Check One) New Application _____ Renewal Application _____

Section II – Affirmations

In the space provided below affirm that the association meets the criteria indicated in each item by checking the appropriate “Yes” or “No” box.

Association Organization

- Yes No The association has written by-laws. (*Attach a current copy of the association by-laws.*)
Yes No The association consists of at least five non-family related members.
Yes No The association is a nonprofit organization. (*Attach a copy of PA Department of State registration and IRS letter approving non-profit status.*)
Yes No The association is managed by a Board of Directors. (*Attach a list including the titles, names and addresses of each board member.*)

Association Procedures

- Yes No The association procedures for evaluating portfolios are written and applied on a consistent basis.
Yes No The officer possesses a high school diploma or its equivalent and has two years work experience in evaluating secondary level work, or two years of experience as the supervisor of secondary level home education programs.
Yes No The officer is not a family member of the candidate for the diploma.
Yes No Blank diplomas are maintained by the association in a secure location and controlled by using a registration or numbering system that will protect the authenticity of diplomas awarded by the association.
Yes No Standards for the department’s review verify appropriate education, which include, but are not limited to: general contents, methods and materials used to accomplish goals and objectives, a listing of required assignments including reading composition and research assignments, assessment criteria and procedures.

Association Graduation Criteria

- Yes No The association has written procedures for determining if the candidate has met the requirements for graduation as follows: documentation for grades 9-12 to assure the candidate has met minimum standards of Section 1327.1(d) of the PA School Code requiring four years of English, three years of mathematics, three years of science, three years of social studies and two years of arts and humanities.
Yes No The association has documentation that the candidate has studied all of the subjects between grades 7-12 that are required by Section 24 1327.1 of the school code at the secondary level, specifically, English to include language, literature, speech and composition; science; geography; social studies, to include civics, world history, history of the US and Pennsylvania; mathematics, to include general mathematics, algebra, and geometry; art; music; physical education; health; safety education, including regular and continuous instruction in the dangers and prevention of fires.
Yes No The association has established procedures to be used by its evaluators for determining when credits are awarded including transfer credits from out-of-state home education program.
Yes No The officer will review the annual written evaluation of educational progress and the documentation (such as a transcript) of high school records signed by its evaluators and determine that the candidate received an appropriate education during each year in a PA Home Education program and that the candidate has met the requirements.

Association Evaluation Criteria

- Yes No The evaluator will assure that home education took place for 180 days or 990 hours of instruction each year.
Yes No Materials submitted for a review contain required elements of a log of reading materials used; sample of any writings, worksheets, workbooks or creative materials used or developed by students.
Yes No The evaluator has signed documentation such as a transcript of high school records awarding credits based upon the standards of the association.
Yes No Students with disabilities will be provided appropriate accommodations.
Yes No The evaluator will consider any attendance or participation in public or nonpublic school activities.

Verification of Challenges/Approvals

- Yes No The association will require written verification from the supervisor of the home education program that a review for non-compliance of the candidate's home education program by the superintendent of the district of residence has not been filed and that a due-process hearing is not pending.
Yes No Incorporated within the by-laws or written procedure is a statement that prohibits the issuance of a diploma to any candidate whose educational program is under review or pending a hearing for non-compliance until such time as the review is completed or the superintendent or hearing officer has determined that appropriate education has occurred.

Section III – Authentication

I certify all the information provided in this application is true and correct to the best of my knowledge.

Notary Seal

Date _____ Name _____ Signature _____