



Office of School Health/ Office of Related and Contractual Services
49-51 Chambers Street, Room 600
New York, NY 10007

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+1 212 374 9435 fax

Dear Independent Provider of Assessment Services:

The New York City Department of Education (DOE) is responsible for conducting appropriate assessments (i.e., Social Histories, Psychoeducational Evaluations, etc.) in a timely fashion for all students referred for these services.

In cases where monolingual, bilingual or specialized assessments cannot be completed due to the unavailability of Department of Education staff (full-time or per-session) or contract agency staff, the parent is issued an authorization letter to arrange for these assessments with non-DOE independent providers at public expense. The use of a non-DOE independent provider is known as the "Assessment Authorization (AA)."

In this regard, the New York City Department of Education has compiled a list of agencies/individuals who wish to be placed on the Registry of Assessment Authorization Providers. This list will be shared with parents, schools, Integrated Service Centers (ISCs), and Committees on Special Education (CSEs). ISCs/CSEs are responsible for issuing AA-1 letters to parents. The Office of Related and Contractual Services (ORCS) is responsible for maintaining the Registry of Assessment Authorization Providers.

The following is a list of the specific assessments that can be authorized under the "Assessment Authorization" procedure:

Monolingual Assessments:

- Psychoeducational Evaluations
- Social History Evaluations
- Speech Evaluations

Bilingual Assessments:

- Psychoeducational Evaluations
- Social History Evaluations
- Speech Evaluations

Specialized Assessments:

- Assistive Technology
- Audiological Evaluations
- Medical Evaluations
- Neurological Evaluations
- Occupational Therapy Evaluations
- Optometric Evaluations
- Orientation and Mobility Evaluations
- Psychiatric Evaluations
- Physical Therapy Evaluations

Please find the license/certifications requirements needed in order to be included on the Registry of Assessment Authorization Providers on the reverse side of this document.

Fingerprinting:

In order to be included on the Municipality List, individuals who have not been fingerprinted by the New York City Department of Education since July 1, 1990 must do so. Individuals must pay a one hundred and fifteen (\$115) dollar fingerprinting fee payable to the New York City Department of Education. Individuals requiring fingerprinting should report to New York City Department of Education, Office of Related and Contractual Services, 49-51 Chambers Street, Room 600, New York, NY 10007, Monday through Friday, from 10:00 AM to 2:00 PM. You must bring a current copy of your New York State license/registration at that time. Only fingerprinting through the New York City Department of Education system is acceptable. If you were fingerprinted, but cannot locate a fingerprinting receipt, please provide us with your Social Security Number, so we can verify that you have been fingerprinted.

If you wish to be included on the Registry of Assessment Authorization Providers complete and submit one of the appropriate enclosed forms. Agencies must include the names of all individuals working for that agency that may provide services to students. These individuals must then also be fingerprinted by the New York City Department of Education. Please be sure to complete the appropriate form, either the **Individual** or **Agency** provider form. All required documentation must be attached to the application form. Employees of the Department of Education of the City of New York are not eligible to serve as independent providers and have their names entered on the Registry of Assessment Authorization Providers.

Completed applications should be mailed no later than **December 11, 2009** to:
New York City Department of Education
Office of Related and Contractual Services
49-51 Chambers Street, Room 600
New York, NY 10007
Attention: Rita Venekas

If you have any questions, please contact Rita Venekas at (212) 374-1081 or by email veneka@schools.nyc.gov

Sincerely,

Ava J. Mopper, Director
Office of Related and Contractual Services

Enclosures

Professional Licensure Requirements and Rates

The only acceptable forms of professional licensure are issued by New York State.

- For **Assistive Technology**, the rate is \$350 per assessment. An Assistive Technology Evaluation can only be provided by a New York State licensed Occupational Therapist, Physical Therapist, Speech/Language Pathologist or Audiologist with current registration. At that time, please include your resume, certification (RESNA, if applicable) or letter or evidence of qualifying experience in this area. In addition to conducting the assessment, the evaluator will be required to provide training in the use of the Assistive Technology device to the student, appropriate school personnel (i.e., the student's paraprofessional or classroom teacher), parent, etc. Assistive Technology devices are defined as being "those pieces of equipment and materials that provide major adaptations to the learning environment are unique to the student's needs, and without which the student would be unable to benefit from the recommended educational program as specified on the student's Individualized Education Program (IEP)."
- For **Audiological Evaluations**, the rate is \$200 per assessment. An Audiological Evaluation can only be provided by a New York State licensed Audiologist with current registration.
- For **Medical Evaluations**, the rate is \$250 per assessment. A Medical Evaluation can only be provided by a New York State licensed Physician with current registration.
- For **Neurological Evaluations**, the rate is \$650 per assessment. A Neurological Evaluation can only be provided by a New York State licensed Neurologist with current registration.
- For **Occupational Therapy Evaluations**, the rate is \$200 per assessment. An Occupational Therapy Evaluation can only be provided by a New York State licensed Occupational Therapist with current registration.
- For **Optometric Evaluations**, the rate is \$150 per assessment. An Optometric evaluation can only be provided by a New York State licensed Optometrist with current registration.
- For **Orientation and Mobility Evaluations**, the rate is \$490 per assessment. An Orientation and Mobility Evaluation can only be provided by an individual who holds a permanent New York State certificate in the areas of the blind and partially sighted and a bachelor's or Masters Degree with a specialty in orientation and mobility from a program recognized by the New York State Education Department as following acceptable educational practices, or a Bachelor's Degree in education, special education or related specialty from an accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices and successful completion of a certified course, program, and internship in orientation and mobility at a college or university recognized by the New York State Education Department as following acceptable education practices.
- For **Psychiatric Evaluations**, the rate is \$650 per assessment. A Psychiatric Evaluation can only be provided by a New York State licensed Psychiatrist with current registration. For bilingual Psychiatric Evaluations, the rate is \$750.
- For **Physical Therapy Evaluations**, the rate is \$200 per assessment. A Physical Therapy Evaluation can only be provided by a New York State licensed Physical Therapist with current registration.
- For monolingual **Psychoeducational Evaluations**, the rate is \$550 per assessment. For bilingual Psychoeducational Evaluations, the rate is \$650 per assessment. A Psychoeducational Evaluation can only be provided by either a New York State licensed Psychologist with current registration. Please note that a classroom observation may be required as part of the Psychoeducational Evaluation.
- For monolingual **Social History Evaluations**, the rate is \$250 per assessment. For bilingual Social History Evaluations, the rate is \$350 per assessment. A Social History can only be obtained by a New York State Licensed Clinical Social Worker with current registration.
- For monolingual **Speech Evaluations**, the rate is \$400 per assessment. For bilingual Speech Evaluations, the rate is \$550 per assessment. A Speech Evaluation can only be conducted by an individual who holds a New York State license and current registration as a Speech Pathologist and a New York State Education Department Certification as a Teacher of Speech and Hearing Handicapped or Teacher of Speech Language Disabilities. Note that Clinical Fellowship Year (CFY) candidates must be directly supervised by their CFY NYS licensed SLP holding the previously mentioned credentials. In addition, CFY candidates must also hold the initial Teacher of Speech Language Disabilities certification and have an approved application on file with New York State for their CFY. Please note that a classroom observation may be required as part of the Speech Evaluation.

Evidence of Bilingual Proficiency: The following licenses or certifications are acceptable:

- (a) The passing results of the New York State Education Department Bilingual Education Assessment (BEA) or other valid language proficiency assessment; and/or
- (b) a New York State Education Department Bilingual Extension Certificate. Reports of Language Proficiency, formerly conducted by Colleges/Universities are no longer acceptable.



- INDIVIDUAL PROVIDER FORM -

Application Form for Registry of Assessment Authorization Providers

This form must be completed by an independent provider of Assessments whose name will appear on the Registry of Assessment Authorization Providers.

NAME OF INDEPENDENT PROVIDER: _____

Borough(s) in which you are able to provide Assessments.

ADDRESS: _____

- Manhattan, Bronx, Brooklyn, Queens, Staten Island

TELEPHONE NUMBER: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

What type of Assessments can you provide?

Remember you must possess the appropriate NYS professional licensure with current registration and New York State Education Department certifications where applicable.

Monolingual Assessments:

- Psychoeducational Evaluations
Social History Evaluations
Speech Evaluations

Bilingual Assessments:

- Psychoeducational Evaluations: Specify:
Social History Evaluations: Specify:
Speech Evaluations: Specify:

Specialized Assessments:

- Assistive Technology, Medical Evaluations, Occupational Therapy Evaluations, Orientation and Mobility Evaluations, Audiological Evaluations, Neurological Evaluations, Optometric Evaluations, Psychiatric Evaluations, Physical Therapy Evaluations

BILINGUAL PROFICIENCY:

Possess a New York State Education Department Bilingual Education Extension certificate? (Circle one) YES NO
Evidence of passing NYS Education Department Bilingual Education Assessment (BEA)? (Circle one) YES NO
Evidence of passing a valid language proficiency assessment? (Circle one) YES NO
If yes, please specify the language(s) :

NOTE: A copy of your current license, registration, certification (if applicable) including bilingual proficiency (if applicable) must be affixed to this form. DOE employees cannot serve as independent provides on this registry and as such, their names may not be placed on the list.



-- AGENCY PROVIDER FORM--

Application Form for Registry of Assessment Authorization Providers

This form must be completed by an agency who will serve as an independent provider of Assessments whose name is to appear on the **Registry of Assessment Authorization Providers**. **If at any time you wish to add or delete providers, you must complete this form and return it to the DOE.** DOE employees cannot serve as independent providers and as such, their names may not be placed on the list.

(Please type or print all information)

NAME OF AGENCY: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ CONTACT NAME: _____

TAX IDENTIFICATION NUMBER: _____

PROVIDER'S NAME (COMPLETE ADDITIONAL PAGES AS NECESSARY)	SOCIAL SECURITY #	TYPE OF ASSESSMENT	LANGUAGE (SPECIFY)	BOROUGH(S) IN WHICH YOU ARE ABLE TO PROVIDE ASSESSMENTS (SPECIFY ONE OR ALL)

NOTE: A copy of your current license, registration, certification (if applicable) including bilingual proficiency (if applicable) must be affixed to this form. DOE employees cannot serve as independent provides on this registry and as such, their names may not be placed on the list.