

Kentucky Non-Public Schools Commission, Inc.

P.O. Box 15550 • Covington, Kentucky 41015-0550 • (859) 392-1534 • skoplyay@covingtondiocese.org

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Administrator

Stephen Kopyay

Dear School Administrator,

Congratulations on your decision to pursue Kentucky school certification by becoming accredited by the Kentucky Non-Public Schools Commission, Inc.

Enclosed is an application form for you to complete and return to us along with the documentation and payment specified. You will receive a copy of the KyNPSC, Inc. self-study document, with which you can begin to outline your plan for completing the process. Once your self-study is complete, it will be up to you to choose a date for a site visit in order to verify the contents of the document. The visit must be completed no later than April 15 in order for your petition for certification to be placed on the agenda for the June Kentucky Board of Education meeting. It is the Board's official action at this meeting that will certify your school.

If you have any questions, do not hesitate to contact me.

Sincerely,

Stephen Kopyay, SPHR
Administrator

KENTUCKY NON-PUBLIC SCHOOLS COMMISSION, INC.
APPLICATION FORM
2010-11

School Name: _____

School Address: _____

School Phone: _____ Fax: _____

Email Address / Web Site: _____

School Administrator's Name: _____

_____ School wishes to apply for accreditation under the direction of the Kentucky Non-Public Schools Commission. I understand that our school will be put on a schedule to complete the "Accreditation Process" self-study and will be visited by a team to verify the study. I agree to pay the annual fee as specified by the Commission. The fee of \$_____* is enclosed for the school year 2010-11.

Administrator's Signature: _____ Date: _____

Please complete and answer the questions on the back of this sheet and return to:

Stephen Koplyay, SPHR
Administrative Director
Kentucky Non-Public Schools Commission, Inc.
P.O. Box 15550
Covington, Kentucky 41015-0550

* **ANNUAL FEES:**

Under 100 Students	\$350
100 – 399 Students	\$500
400 or More Students	\$650

Full Accreditation is for a 5 Year Period

KENTUCKY NON-PUBLIC SCHOOLS COMMISSION, INC.

Application Questionnaire

On a separate sheet of paper to be attached to this page, please answer the following questions with as much detail as you can provide.

1. Describe the governance structure of your school. Please include personnel (such as administrators and board members) and their roles.
2. Do you have curricula for every grade level? How were they developed?
3. Please attach a copy of your school board's by-laws and explain how they were developed.
4. Has your school undergone any safety inspections? If so, by what agency / department and when? Please attach any reports from these inspections.