
EDUCATION PARTNER APPLICATION/PRE-APPROVAL

This outline is for informational purposes. Actual Education Partner packets will be done primarily through electronic document collection system, with hard copy applications available upon request.

Three types of applications are used for our Education Partner Packets:

1. CPCS Prospective Community & Instruction Partner Application
2. CPCS Prospective Curriculum & Materials Partner Application
3. CPCS Education Partner Yearly Renewal Application

Steps:

1. Send prospective Education Partner a welcome and thank you note with an introduction to the application process.
 - a. Thank you for your interest in becoming an Education Partner for our school. Education Partners play a valued role in providing top notch materials and/or instruction/tutoring that exceeds educational standards, and balances accountability with learning flexibility.
 - b. Before getting into the application we wanted to review the definitions used to define our vendors moving forward.
 - i. Education Partner: Companies and individuals who provide instruction, services, curriculum and materials to students enrolled in CPCS' independent home study program in order to provide a full and enriching personalized education experience. EPs are not employees of CPCS but are valued partners of our independent home study program. Under the title of Education Partner we have designated two partner groups: Curriculum & Materials Partners (CMPs) and Community & Instruction Partners (CIPs) based on the products and services provided. This information will help you select the appropriate designation to complete this application.
 - ii. Definition of a Community and Instruction Partners (CIPs) are education partners that offer in person and virtual lessons, instruction, tutoring, and other directly delivered content. Due to live interaction with students and a greater liability risk, additional documentation is needed to complete the application. Additionally, CIPs must be in compliance with all fingerprint background clearance under Education Code Section 45125.1 as outlined in Section 25 of CPCS Education Partner Terms and Conditions of the

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- Purchase Order. Failure to meet this requirement will result in immediate denial of application.
- iii. Definition of a Curriculum and Materials partners are education partners that provide materials, resources, curriculum, texts, kits, subscriptions, supplies, technology, and other items to supplement instruction. CMPs ship materials to the teacher facilitator who then delivers items to our families.
 - c. An explanation of the application and pre-approval Process. Timeline - prospective Education Partner will have 30 calendar days from the date the initial application was received to complete the onboarding process. If the Education Partner application process is not completed within this aforementioned time period the application will no longer be considered active. The time to complete this application and pre-approval process is approximately one hour.
2. Intro to Vision and Mission
- a. Mission: CalPac’s mission is to support and encourage all students to relentlessly pursue their life goals by providing an accessible, inclusive, and personalized learning community.
 - b. Vision:
 - i. California Pacific Charter Schools, in partnership with our community, will:
 - 1. Foster an enriching school environment to nurture individuals academically, socially, and emotionally so that they are equipped to tackle academic challenges and become productive, responsible, ethical, creative, and compassionate members of society.
 - 2. Forge strong, positive connections with students so they can build confidence, achieve independence, meet current and future challenges, develop social awareness, civic responsibility, and personal growth.
 - 3. Provide our graduates with a foundation that will enable them to be college and career prepared and to succeed in their post secondary endeavors.
 - c. Core Values: The following demonstrates the school’s core values. The School will strive to demonstrate and live these values.
 - i. **CALPAC C-A-R-E-S**

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1. **C-OMMUNITY:** We believe in a community of stakeholders who provide a supportive and inclusive environment to build student confidence and success.
 2. **A-CCESSIBLE:** We believe each student is unique and deserves a flexible and personalized learning program to meet their individual needs.
 3. **R-IGOROUS:** We believe in hiring highly qualified teachers and staff and providing rigorous and relevant curriculum designed for a community of diverse learners.
 4. **E-NGAGING:** We believe in empowering well-rounded and innovative students to develop 21st century skills and to engage fully in a global society.
 5. **S-UPPORTIVE:** We believe in supporting the whole student through allocation of resources, frequent guidance, empathy, compassion, and encouragement to help them reach their full potential.
3. Education Partner basic business name and contact information.
 4. Review and agree: Education Partner Application Terms
 - a. Review and agree: This application and pre-approval process is an application to be listed as an approved Education Partner only. This application and pre-approval in no way is an agreement or contract for the school to purchase goods or services from an Education Partner. An approved partner in no way is promised to receive purchase orders from the School. The application and pre-approval process is not an offer nor an acceptance of an offer made by a partner.
 - b. Review and agree: School retains the right to reject the Education Partner Application at any time and for any reason, including revoking previously approved applications.
 - c. Review and agree: School does not control whether the Education Partner retains an employee, the school has no control over the Education Partner's employment decisions (hiring/firing), but the school reserves the right to retain or reject who works with our students.
 - d. Review and agree: **NO EMPLOYMENT RELATIONSHIP:** Notwithstanding any language in this application and pre-approval process or the [Terms and Condition of the Purchase Order](#) to the contrary, the parties intend that their relationship will be only as set forth in each purchase order. Neither party nor any employee, agent,

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officer, or independent contractor of or retained by either party shall be considered an agent or employee of the other party for any purpose or entitled to any of the benefits that the other party provides for any of the other party's employees including but not limited to retirement plans such as CalSTRS. Furthermore, each party acknowledges that it shall be responsible for all federal, state and local taxes for it and its employees and reports relative to fees under each purchase order and each party will indemnify and hold the other party harmless from any failure to file necessary reports or pay such taxes.

5. Review and acknowledge: [Education Partner FAQs](#)
6. Review and agree: Education Partner Policies Agreement
 - a. Review and agree: STANDARDS: School is a TK-12 public school and strives to meet California Common Core State Standards. Student funds can only be used toward educational activities that align to these standards.
 - b. Review and agree: NON-SECTARIAN POLICY: The Education Partner agrees that it will not provide services or products that are sectarian, religious, or denominational in content.
 - c. Review and agree: COMMUNITY & INSTRUCTION PARTNER CODE OF CONDUCT: Please review the Community Partner & Instructional Provider Code of Conduct and indicate your agreement below: [Community Partner & Instructional Provider Code of Conduct](#)
 - d. Review and agree: CONFLICT OF INTEREST POLICY: The Education Partner agrees that instructional funds cannot directly or indirectly be spent on their own family for services they render, as this would be a conflict of interest. "Family" for the purpose of this policy, can be defined as: spouses, domestic partners, children (including step-children and foster children), parents, step-parents, grandparents, grandchildren, and siblings (including step-brothers and step-sisters). Education Partners have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Such a conflict occurs when an Education Partner is in a position to influence a decision to use instructional funds that may result in direct or indirect personal benefit for the vendor or for Family (as defined above) as a result of the school's business dealings. Education Partners shall disclose such relationships with California Pacific Charter School that constitute or may constitute a conflict of interest pursuant to the law, including but not limited to California Education Code Section 56042. Pursuant to California Education Code Section 56042, a parent, someone acting on behalf of a parent, an Education Partner or a service provider

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of an individual with exceptional needs shall not recommend placement at provider's facility if the parent, someone acting on behalf of the parent, the Education Partner or the service provider is employed or contracted by the Education Partner, or will receive a benefit from the Education Partner, or otherwise has a conflict of interest.

- e. Review and agree: NAME AND LOGO USE POLICY: No use of the school's name in full or in part or the school's logo may be used by an Education Partner without the express written consent of the school. School may withhold such consent in school's sole absolute discretion. All requests for use should be made to epdservices@cal-pacs.org. Please see our [Name and Logo Policy](#).
7. Review and agree: General Terms and Conditions of the Purchase Order
8. Complete Education Partner Questionnaire
9. Review and agree, and upload: W9 Collection: Upload documents as part of the application submission process.
10. Review, agree, and upload: Certificate of Insurance (COI) Collection: Upload documents as part of the application submission process [Community and Instruction Partners ONLY].
 - a. New Community and Instruction Education Partners: The school defines Education Partners who interact with and/or engage with the school's students whether in person or through virtual means as Community and Instruction Education Partners (CIPs). CIPs must furnish proof of commercial liability insurance in the form of a COI and meet the requirements outlined in our Terms & Conditions of the Purchase Order in order to be approved. Once you have submitted your application, school staff will create a profile in our risk management center ([linked here](#))
 - b. Returning Community and Instruction Education Partners: Review and agree to the required coverage requirements. Your profile already exists in our risk management center. School staff will contact you when the coverage listed on your COI is at or near expiration, or if the COI previously provided does not meet the schools requirements.
 - c. Review video: *The Value of Liability Insurance*
11. Review and agree to: Collection of Live Scan Live Scan and Fingerprinting Clearance Forms [Community and Instruction Partners ONLY].
12. Review, agree, and upload: Public Health and Safety [Community and Instruction Partners ONLY].

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- a. CPCS follows all recommended health and safety guidelines put forward by our board, authorizing district, county and state health departments, and California Department of Education. This may mean that we will suspend in person face to face activities at our discretion in line with these guidelines, including those with our Education Partners. Your responses to these questions helps us better evaluate health risks and adaptability of your services in line with our own public health and safety guidelines.
- b. Health and Safety Plan/Reopening Plan Collection: Upload documents as part of the application submission process.