



State of Wisconsin / Educational Approval Program

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Scott Walker
Governor

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Executive Secretary

RENEWAL LOGIN INFORMATION – «SCHOOLSTATUS»CTIVE SCHOOLS

School Contact: School Name: «SchoolName»
«FirstName» «LastName», «Title» - «CompEmail»
User ID: «UserID»
Password: «Password»
EAB Contact: «StaffName»
Phone: «PrimaryPhone»
Email: «WorkEmail»

Renewal Page of EAP's Website: <<https://dsps-auth-prod.wi.gov/Pages/Programs/EducationalApproval/About.aspx>>

January 2018

This letter contains important information about the Educational Approval Program's (EAP) school renewal process. In accordance with SPS 404.01(4), all EAP-approved schools must apply for renewal of their approval by September 1. As the compliance officer for your school, you are the designated person responsible for receiving this information and for overseeing the renewal process.

The EAP's school renewal process is completed using an online application. **Beginning Tuesday, July 18 at 12:00 p.m. CDT**, your school will be able to start the renewal process by logging into the EAP's renewal website using the User ID and Password provided above. The renewal login may be accessed directly at <<https://dsps-auth-prod.wi.gov/Pages/Programs/EducationalApproval/About.aspx>>, or by visiting the EAP's homepage and using one of the two renewal links. If your school wishes to become Active or you experience problems with the login process or completing the online renewal application, please contact your assigned School Administration Consultant using the above listed contact information.

RENEWAL FEES

The annual renewal fee for an inactive school is \$100 due September 1, 2017. **Checks should be made payable to the Educational Approval Program and submitted to the address contained in this letterhead via U.S. Mail or courier.** *In accordance with SPS 404.10 (2)(f), schools who submit their renewal materials and/or make payment after the deadline will be assessed a late fee the greater of \$50 or 1.5% of the outstanding balance per month.*

ELECTRONIC ACKNOWLEDGEMENT CERTIFICATION & SUBMISSION CONFIRMATION

Schools will electronically sign the renewal application in the *Acknowledgement Certification* section. After your school has successfully completed the annual renewal process, it will receive a system-generated email confirming submission of the renewal. This email will be sent to the school compliance officer currently on record with the EAP.

If the compliance officer information is changed during the renewal or there is another school official that should receive confirmation of the submission, there is an option to have this information sent to an additional email. In addition, system-generated emails will be sent upon receipt of fee payment, and after the renewal materials have been reviewed and approved.

Should you have questions regarding the renewal process, please do not hesitate to contact your school administration consultant.

Sincerely,

Joan Gage
Program Manager