

## Community Partner Certification - Certification Checklist

Below are the steps community organizations must complete to become Community Partners with Minneapolis Public Schools.

### Step 1: MPS Contact

\_\_\_ Establish a contact in the district who wants to use your service (excluding flyer distributors).

### Step 2: Organization Information and Paperwork

\_\_\_ Complete 'Online Part 1. Organization Information.'

\_\_\_ Complete the Standard Assurances Electronic Signature Page.

- Organizations that provide services not directly supervised by MPS staff (including leasers and flyer distributors) must:
  - Provide Articles of Incorporation or proof of legal status as a registered organization. You will need to upload a copy of this when completing the Standard Assurances Electronic Signature Page.
  - Provide Proof of Insurance/Certificate of Coverage. See [Sample Insurance Document \[PDF\]](#).
  - Ensure that all staff/volunteers have completed criminal background checks.

Organizations that are being certified to provide student teachers only, distribute flyers only, or lease space without student contact have completed the certification process.

Organizations that plan to provide services or programs to MPS students (including SES providers) must complete Step 3.

### Step 3: Program Description and Community Partner Contract

\_\_\_ Take a look at the CPO Discussion Guide (excluding SES providers).

\_\_\_ Complete 'Online Part 2. Programs'. A copy of 'Online Part 2. Programs' as well as a contract is required for each program at each site. For example, if you have one program at multiple sites, both documents are needed for each site.

\_\_\_ Submit a Contract Form online by clicking on Contract Procedures.

For contracts under \$5,000: School board approval is not required.

**For contracts \$5,000 or more, School Board approval is required**

### Additional Requirements For:

\_\_\_ **Academic Curriculum or Programs:** Organizations that provide Academic Curriculum or Programs during the school day must have this curriculum reviewed by the appropriate Curriculum Specialist before that program can be approved. Do this before completing Online Part 2. Click here to access a list of Curriculum Specialists <https://secure.mpls.k12.mn.us/cpo/ServiceTypeContactDetails.aspx>

\_\_\_ **Attendance Interventions:** Organizations that provide individualized attendance interventions and monitoring using our online CPO attendance process will need to sign an additional contract with the Office of Student Attendance. Access this contract by clicking this link ([https://secure.mpls.k12.mn.us/cpo/documents/CPO\\_Contract\\_Attendance\\_Part2A.pdf](https://secure.mpls.k12.mn.us/cpo/documents/CPO_Contract_Attendance_Part2A.pdf)).

\_\_\_ **Mental Health Services:** Organizations that provide mental health services must download the required mental health provider instructions and forms by clicking this link([https://secure.mpls.k12.mn.us/cpo/documents/mental\\_health\\_forms.pdf](https://secure.mpls.k12.mn.us/cpo/documents/mental_health_forms.pdf))

**The MPS certification must be renewed annually.**