

Excel Academy Charter School Content and Community Provider Application 2024-2025

Thank you for your interest in becoming a Content and Community Provider (CCP) for our school. CCP's play a valued role in providing top notch materials and/or instruction/tutoring that exceeds educational standards, and balances accountability with learning flexibility.

Excel Academy's Vision:

<https://docs.google.com/document/d/162Tyoz4MgelbqHrKPY0Cbf71Hi8MCqmzUyl0mY15rJo/edit?usp=sharing>

* Indicates required question

Content and Community Provider Informational Sheet

Please provide basic information about your business below.

1. Legal Payee Name (MUST MATCH W9 BOX 1) *

2. Content and Community Provider Name (dba Name exactly as you would like it to be listed and found on the website) *

3. Primary Contact Person *

4. Physical address where services are rendered, please include entire address including City, State and Zip code. *

5. Billing Address (for payments) *

6. Primary Phone Number *

7. Alternate Phone Number

8. Email Address *

9. Additional Billing Information (if applicable)

10. Website Address

CCP Questionnaire

11. Type of Services/Products Offered: PLEASE NOTE: This information will be copied directly onto our website and in our purchasing system as your description of services. Please make sure it is detailed exactly as you wish it to appear. *

12. How many students do you provide services to at this time? *

13. How many instructors do you currently employ? *

14. Do your products/services include any religious, denominational, or sectarian content? If so, explain: *

15. Do you currently offer any High School courses? If so, explain: *

16. Describe, if any, all certification, related higher education, and experience in the services you provide: *

17. Subject Category *

Mark only one oval.

- Art
- Educational Videos
- Foreign Language
- History/Social Science
- Language Arts
- Literature
- Manipulatives
- Mathematics
- Multi-Subject
- Music
- Office/School Supplies
- Physical Education
- Reading
- Science
- Technology
- Writing

18. If providing services, what county do you service? *

Mark only one oval.

- Orange
- Riverside
- Los Angeles
- Kern
- San Bernardino
- San Diego
- Ventura
- N/A

CCP Terms and Conditions

Review the below document and indicate your agreement by typing your name below.

[Excel Academy Charter School Terms and Conditions](#)

19. I have read the above Terms and Conditions. *

Check all that apply.

- Yes

20. I agree to comply with Excel Academy's CCP Terms and Conditions (type name below). *

21. I am not currently in violation of any item of Excel Academy's CCP Terms and Conditions (type name below). *

Application Terms

1. This application and pre-approval process is an application to be listed as an approved CCP only. This application and pre-approval in no way is an agreement or contract for the school to purchase goods or services from CCP. An approved CCP 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 CCP.
2. School retains the right to reject the CCP application at any time and for any reason, including revoking previously approved applications.
3. School does not control whether the CCP retains an employee, the school has no control over the CCP's employment decisions (hiring/firing), but the school reserves the right to retain or reject who works with our students.
4. 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, 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.

22. I have read the above application terms. *

Check all that apply.

Yes

23. I agree to the above conditions of my application (type name below). *

CCP FAQs

Please read the below CCP frequently asked questions to familiarize yourself with our program.

[Frequently Asked Questions](#)

24. I have read the CCP FAQs. *

Check all that apply.

Yes

Excel Academy Policies Agreement

1. 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.

2. Non-Sectarian Policy - The CCP agrees that it will not provide services or products that are sectarian, religious, or denominational in content.

3. Conflict of Interest Policy - The CCP 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). CCP's have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Such a conflict occurs when a CCP is in a position to influence a decision to use instructional funds that may result in direct or indirect personal benefit for the CCP or for Family (as defined above) as a result of the school's business dealings. CCP shall disclose such relationships with Excel Academy 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, a CCP or a service provider of an individual with exceptional needs shall not recommend placement at CCPs facility if the parent, someone acting on behalf of the parent, the CCP or the service provider is employed or contracted by the CCP, or will receive a benefit from the CCP, or otherwise has a conflict of interest.

4. No use of school's name in full or in part or the school's logo may be used by CCP 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 studentservices@excelacademy.education. Please see our Name and Logo Policy: [Name and Logo Policy](#)

25. I have read the above policies. *

Check all that apply.

Yes

26. I agree to comply with the above policies (type name below). *

W9 Collection

All new CCP applicants must upload a W-9 tax form.

You may download a copy of the W-9 here: [W9 Form](#)

Please fill out the W-9 in accordance with this example:

<https://drive.google.com/file/d/1imalJG5pE9x28VI6AtFgiS5xbFqN52st/view?usp=sharing>

PAYMENT WILL BE REMITTED TO NAME LISTED IN LINE 1 OF THE W9. TIN MUST MATCH LEGAL NAME EXACTLY.

If you cannot upload the W-9, please email to studentservices@excelacademy.education or mail to:

1 Technology Drive, Suite I-811
Irvine, CA 92618

27. W-9 Upload

Files submitted:

28. Indicate applicant type below. This is the final step for materials CCP. *

Mark only one oval.

Services

Materials

Commercial Liability Insurance Requirements

The school defines CCPs who interact with and/or engage with the school's students whether in person or through virtual means as service CCPs. Service CCPs 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.

Insurance requirements are listed in section 16 of our Terms and Conditions ([Terms and Conditions of the PO](#)).

Please find a sample of the COI we require here [Sample COI](#)

ALL CCPs are required to have general business liability insurance. Most major insurance carriers will offer business liability insurance. You must provide a and keep current a certificate of insurance (COI) in order to continue as an Excel Academy CCP.

Please provide business liability insurance naming Excel Academy Charter School as additionally insured. Our business address is as follows:

1 Technology Dr.
Bldg I-811
Irvine, CA 92618

If you are unable to upload you may:
Email to studentservices@excelacademy.education
Mail to:
Excel Academy
1 Technology Dr.
Bldg I-811
Irvine, CA 92618

It is the responsibility of the CCP to keep your insurance policy current and an updated form sent to Excel Academy prior to expiration of the current policy. All accounts with expired insurance certificates on file will be placed on an automatic hold until the updated COI is received.

29. I agree to comply with the above insurance requirements. *

Check all that apply.

Yes

30. Please type name below to indicate agreement. *

31. Please upload your COI below.

Files submitted:

Business License Upload

All Content and Community Providers must provide a valid and current Business license for the city they are providing services and conducting business in. Please make sure you check with your location of business to ensure you are complying with their requirements.

32. Please upload your Business License Here

Files submitted:

Unlawful Harassment Discrimination Retaliation Policy

Unlawful Harassment Discrimination Retaliation Policy. The School is committed to providing a learning environment free from discrimination, harassment, intimidation and/or bullying. The School prohibits discrimination, harassment, intimidation and/or bullying based on the actual or perceived characteristics set forth in Penal Code §422.5, Education Code §220 in any CP/EMRP program or activity it conducts or to which it provides significant assistance. The School ensures equal rights and opportunities in accessing education programs, activities, and facilities and prohibits discrimination or harassment based on the following categories: race (including traits historically associated with race, including, but not limited to, hair texture and protected hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), ethnicity, national origin, ancestry (including language use restrictions), citizenship, physical or mental disability (including HIV and AIDS), medical condition (including cancer or a record or history of cancer, and genetic characteristics), genetic information, marital status, registered domestic partner status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), actual or perceived gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves, status as a victim of domestic violence, assault or stalking, political affiliation, and any other status protected by state or federal law. In addition, the School prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities. If following an investigation it is determined that a CP has engaged in prohibited and/or unprofessional conduct as listed above, the CP will be removed from providing service to Excel Academy Charter Schools' students and its affiliated schools within The Collaborative Charter Services Organization.

33. I agree to the Unlawful Harassment Discrimination Retaliation Policy (initial below) *

Code of Conduct

Please review the CCP Code of Conduct below:

[Excel Academy Charter School Code of Conduct](#)

34. I have read the CCP Code of Conduct *

Check all that apply.

Yes

35. I will comply with the CCP Code of Conduct (type name below). *

Employer Fingerprinting Clearance Form

All employees, community providers (CPs), and employees of CPs located in California, who interact and/or engage, including virtually, with students of Excel Academy Charter Schools (School), must complete a criminal background check by submitting their fingerprints to the Department of Justice via Live Scan in compliance with the Background Check policy.

If any other employee that is not an instructor has contact with students of Excel Academy Charter School, please explain the nature of their interactions with those students.

[Excel Academy Livescan Form](#)

[Livescan Instructions](#)

36. I verify that no employee/contractor of the CCP working with students of Excel Academy Charter School has been convicted of a violent or serious felony, nor has a criminal action pending upon charges of commission of a violent or serious felony. *

37. I verify that Excel Academy Charter School will be notified within 24 hours of any felony charges or convictions that occur with any of the employees/contractors of the CCP, even if the employees/contractors do not service students of Excel Academy Charter School. *

38. I will keep current a list of all employees / contractors (hereinafter called a Live Scan Roster) working with students and inform Excel Academy Charter School no later than 30 days of any new employee/contractor starting work with the CCP. *
-

39. Please select one: *

ORI stands for Originating Agency Identification - A state provided registration number that confirms your authorization as a Custodian of Records. A Custodian of Records will be responsible for the security, storage, dissemination, and destruction of the criminal records.

Mark only one oval.

- I do not have an ORI number. *Skip to question 40*
- I do have an ORI number. *Skip to question 43*

Do not have ORI number.

The below individual has completed and returned the Live Scan included in this CCP packet for each employee/contractor that will be in contact with Excel Academy Charter School students. If there are additional employees/contractors who will have contact with Excel Academy Charter School Student, please list below. (You may attach another sheet if necessary).

40. Name of individual(s) who have completed LiveScan for Excel Academy. *
-

LiveScan Fingerprinting Information Sheet/Agreement

NOTE: The cost of Live Scan Fingerprinting is the responsibility of the CCP

1. The live scan form has been included in this CCP packet. You will need to fill out the "Applicant Information" section of the form and then take it to a fingerprinting service location. Once completed, please include a copy of each person(s) live scanned in your application submission.

2. The Live Scan Fingerprint Form (DOJ) is attached. We have filled out all the appropriate sections prior to sending the form to the CCP.

3. CCP is responsible for properly filling out the applicant information section ONLY and scheduling a Live Scan appointment with an approved Live Scan Operator**

**For a list of Live Scan Operators go to: [Live Scan Operator Locations](#).

4. CCP is responsible for ensuring that the Live Scan Operator completely fills out the last section on the form.

5. Each CCP needs to ensure that the Live Scan Operator takes one copy for their records, returns one copy of the completed Live Scan form to the program with the completed CCP packet, and keeps one copy for his/her records.

6. CCP is responsible for any and all fees owed to the Live Scan Operator at the time of services.

7. CCP is responsible for keeping the Live Scan Roster of all staff serving Excel Academy Charter School students current. All new employees, instructors, teachers, staff, agents, or independent contractors must complete the Live Scan process and be approved by Excel Academy Charter School Student Services prior to servicing students. Excel Academy Charter School may audit CCPs Live Scan Roster at any time to insure compliance. Audit compliance must be within 24 hours of request by the School.

8. Once the CCP's fingerprints are processed by the DOJ, we will review the entire application and make a determination as to whether or not the applicant should be added to the Approved CCP List.

41. Please type your name below indicating your agreement. *

42. Upload your completed LiveScan form below. *

Files submitted:

Do have an ORI number.

The below named individual or organization has an ORI Number issued by the DOJ (please provide a copy of the Custodian of Records letter) and has conducted a criminal background check of all employees/contractors who will have contact with students of Excel Academy Charter School, through the DOJ, in accordance with Education Code Section 45125.1 and I certify to Excel Academy Charter School, that no employee/contractor of the CCP working with students of Excel Academy Charter School has been convicted of a violent or serious felony as defined by Penal Code 667.5(c) and 1192.7(c), or any other applicable statute, nor has a criminal action pending upon charges of commission of a violent or serious felony as defined therein. The CCP also agrees that they will continually monitor the status of all their employees/contractors to ensure that any certification provided to Excel Academy Charter School pursuant to Employer Fingerprinting Clearance Form remains valid and accurate.

43. Please type your name below indicating your agreement with the above statement. *

44. Please upload your ORI letter *

Files submitted:

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