## **Education Management Provider Application**

The Educational Management Provider (EMP) addendum should be completed if the school is proposing to contract with an educational service provider, incubator, or collaborative. Applicants are required to review CSI’s [EMP Guidance](https://resources.csi.state.co.us/wp-content/uploads/2025/02/Evaluating-Education-Management-Provider-EMP-Agreements.docx) prior to completing the addendum.

*An Education Management Provider is defined in Colorado law as a nonprofit, not-for-profit, or for-profit entity that contracts with a charter school to provide, manage, or oversee all, or substantially all, of the education services provided by the charter school. An Education Management Provider is different from a Charter School Collaborative or an Incubator. A Charter School Collaborative is defined by law as two or more charter schools contracting with one another to form a legal entity separate from the contracting charter schools and is authorized to provide any function, service, or facility that is lawfully authorized for each of the contracting charter schools. A Network is a charter school which subsequently organizes an additional school or schools pursuant to the charter school network statutory authority (22-30.5-104.7, C.R.S.). A charter school network is responsible for governance, oversight, and monitoring of compliance and performance for each school, as required by the charter contract or contracts and by applicable state or federal laws. An Incubator is defined as any organization contracted to support the development of the charter school including but not limited to application development, professional development, human resource, and other services in the early years of the school’s operation. “Provider” below should refer to whichever contractors (EMP, incubator, or collaborative) you are proposing to contract with.*

1. **Provide the rationale for selection of the provider.**
2. **Provide evidence that demonstrates the effectiveness of the provider with other schools, including particularly schools in Colorado and schools serving a similar population.** *This should include performance data around academic, financial, and operational success. Specifically, include copies of the last three years of audited annual financial statements (balance sheets and profit and loss statements), copies of any current or past liens, and copies of and pending or past lawsuits.*
3. **Provide evidence demonstrating the capacity of the provider for successful expansion while maintaining quality in the school(s) it is currently managing.**
4. **Describe the proposed relationship between the charter board and provider as well as any existing or potential conflicts of interest between the governing board of the proposed charter school and the provider.**
5. **Provide evidence that the provider is authorized to conduct business in Colorado.**
6. **Provide a detailed description of cost sharing, fee structures, and central versus school level functions.**
7. **Provide a clear understanding of financial obligation to the provider.** *This should include considerations of changes in costs (increases, decreases, etc.) throughout the duration of the charter term. This should also include building ownership if the developers are making payments to the provider.*
8. **Include** **a copy of the actual or proposed performance contract between the governing board for the proposed charter school and the provider that specifies, at a minimum, the following material terms:**

* *Performance evaluation measures*
* *Methods of contract oversight and enforcement that the governing board will use*
* *Delineation of central (provider) vs. school level functions*
* *Length of the contract*
* *Conditions for contract renewal and termination*
* *Information around which staff will be hired and terminated by the provider, report to the provider, or will be paid by the provider*
* *The compensation structure and all fees that the proposed charter school will pay to the provider.*

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