

## **Becoming an Approved OCPE Agency**

In order to be placed on NBISD's approved list of Off Campus PE agencies, a facility will need to do the following:

- 1** Obtain and complete an Off Campus Physical Education Program application.
- 2** Provide all of the required Facility Requirements, Instructor's Certifications, Program Information, and Instructional Practices as outlined in Part C (page 2) of the application.
- 3** Submit the completed application along with the required documentation no less than 30 days before the start of the semester in which OCPE credit is being requested. Applications can be dropped off at the NBISD Education Center or mailed to: Ron Rychel, 430 W. Mill Street, New Braunfels, TX 78130.
- 4** If all of the requirements and deadlines have been fulfilled as outlined in procedures 1-3 above, and the requesting agency is certified by the superintendent to be of high quality, then a district application will be filed with TEA to have the agency placed on the approved list.

**For questions or assistance contact:**

**Ron Rychel at 830/643-5715 or [rrychel@nbisd.org](mailto:rrychel@nbisd.org)**