12/8/2025 (Policy and Advocacy Committee - NCPEID)

Checklist for Starting a State-Level Adapted Physical Education Professional Group

Purpose: This checklist provides suggestions and guidance for the development and implementation of a state-level adapted physical education (APE) professional group. Existing state-level APE groups have many different names such as "Advisory Council", "Coalition", "Leadership Board", and "Consortium." Regardless of the name selected, these professional groups provide very important and much needed APE guidance, professional development, trouble shooting for immediate concerns/issues, advocacy, leadership, consultation, education, and communication with many constituents in their states. Many provide assistance to other states.

An important initial consideration when developing a state-level APE group is the decision about whether to be independent or join an existing professional group such a Society of Health and Physical Educators (SHAPE America) state affiliate. There are a variety of models for this structure decision, and independent or affiliated models have advantages and disadvantages. For example, several SHAPE state affiliates have APE divisions, sections, committees, and other advisory or special interest groups. This existing structure could meet your current needs or serve as a stopgap until an independent APE group is formed in your state. Discussing various structures with members of existing state APE groups can help with your planning and decision making.

The checklist below presents a suggested timeline and tasks for a 5-year state group development plan. This timeframe can differ significantly from state to state based on factors such as the number, experiences, and roles of persons involved, the planned scope and impact of the group, current communication among APE professionals in a state, and the urgency or need to develop the group for pressing or immediate state issues and initiatives. There have been state APE groups that took anywhere from 1 to 5 years to become operational. Each state's development committee will approach this task differently with their own personnel, timelines, tasks, and desired outcomes. See the list of existing state APE professional groups at the end of this document that can be contacted as you develop your plans for an APE state group. It is definitely a team effort that can result in many benefits.

Year 1: Laying the Foundation

- Organize a group of motivated and committed persons with a vision to establish a professional group. We recommend an initial combination of PK-12 APE teachers and higher education faculty who have expertise and experience in APE teacher preparation. This could include as few as 3-4 persons or as many as are interested. Once initial planning and discussions take place, the group and membership types could be expanded

with careful consideration to include persons such as State Education Agency staff, parents/caregivers, PK-12 administrators, and related services professionals.

- Review the bylaws or operating codes of existing state APE groups (or other types of organizations) to understand how they work and what you envision having in your state. Your organizing members could brainstorm after reviewing these existing documents and meet with those who lead these groups. Learning from those who have already organized a professional state-wide group could save you a great deal of time and energy. There is no sense in "reinventing the wheel" if others have paved the way.
- Research and identify key people and other professional organizations in your state that could assist with the development and/or implementation of the group (e.g., general physical education teachers, APE teachers, special education teachers, school administrators, SHAPE affiliate organization, CEC affiliate organization).
- Use social media, LinkedIn, school district directories, state department of education (SEA) listservs, and university faculty websites to find contacts.
- Create a professional email address for the group. Example: mapeboard@gmail.com
- Draft and send an introductory email (use blind copy to protect privacy). See example below (Appendix A).
- Create a social media (e.g., Facebook, Instagram, X/Twitter, LinkedIn) page
- Make the group official:
    - Develop bylaws (purpose, officers, voting process, membership structure).
    - Develop operating codes (roles, responsibilities, procedures).
    - Develop a mission statement.
    - See existing state groups for examples of these items.
- Set annual (or monthly) goals such as:
    - Promote organization awareness.
    - Connect with related organizations (e.g., NCPEID, SHAPE America, parent advocacy groups, APE university teacher preparation programs).
    - Establish communication and contacts with state education agency staff.
    - Build membership (promote the new organization at state PE conferences and present about APE and your developing professional group).

Year 2: Building Connections and Support

- Hold biannual (or quarterly) virtual or in-person meetings.
- Conduct a needs assessment survey (what do APE teachers need most—resources, advocacy, consultation, professional development?).
- Host a half or full day workshop (e.g., 3–4 sessions, 45 minutes each, covering topics derived from the needs assessment survey such as modifications, assessments, IEP participation, and advocacy).
- Strengthen partnerships with universities, parent and advocacy groups, SHAPE affiliates, and state departments of education.

Year 3: Structuring and Producing Resources

- Conduct elections for officers and/or board members.
- Continue to expand membership
- Share results of the needs assessment with members.
- Create subcommittees to develop resource documents and perform other functions:
    - State APE Guidelines (ideally approved by State Education Agency).
    - Collaborate with the State Education Agency to ensure that accurate and up-to-date APE information is present on the special education webpages and elsewhere.
    - "What is APE?" infographic for parents, teachers, related services staff, and administrators.
    - APE evaluation process, assessment tools, and report summary templates.
    - Modification/accommodation guides for APE/PE activities.
    - IEP content templates and progress monitoring forms.
    - SAR (Summary of Adapted PE Recommendations) template.
    - Parent advocacy/support documents.
    - Screening/observation form.
    - Webinar outline about APE that can be presented annually to your OSEP-funded Parent Training/Technical Assistance Center
- Build a simple website (e.g., Google Sites, Weebly, WordPress). Be sure to include a function where persons can "Ask Questions" about APE.

Year 4: Expanding Influence

- Finalize and publish state APE Guidelines. Ideally these are approved by the SEA.
- Develop a more robust website (add resources, membership portal, event calendar).
- Continue to expand membership
- Publish a biannual newsletter with research and resources updates, professional development suggestions, teacher highlights, and advocacy information.
- Strengthen collaboration with SHAPE America, NCPEID, CEC, Project Connect, OSEP-funded State Parent Training/Technical Assistance Center, and neighboring state APE groups.

Year 5 and Beyond: Advocacy and Sustainability

- Continue to grow and maintain relationships with state stakeholders (State Education Agency, parent and other advocacy groups, universities).
- Start state-level conversations about APE licensure/certification processes.

- Establish long-term funding strategies (membership dues, grants, conference registration fees).
- Continue to expand membership
- Consider hosting a state APE conference.
- Explore partnerships with universities for undergraduate and graduate student involvement and research/project collaboration.

Sample Introductory Email (First Contact)

Subject: Introducing [Your State] Adapted Physical Education Network

開啟螢幕閱讀器支援功能
如需啟用螢幕閱讀器支援功能，請按下 Ctrl+Alt+Z 如需進一步瞭解鍵盤快速鍵，請按下 Ctrl+斜線
已隱藏橫幅

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Gemini 的回覆

2025年12月8日（政策與倡議委員會 – NCPEID）[1]

成立州級適應體育專業團體核對清單[1]

目的：本核對清單旨在為州級適應體育（Adapted Physical Education, APE）專業團

Hello [First Name],
I hope this message finds you well. My name is [Your Name], and I am excited to introduce the creation of a new state professional group: the [Your State] Adapted Physical Education Network.

The purpose of this group is to connect adapted physical education (APE) professionals across our state in order to share resources, support one another, and advocate for quality physical education opportunities for students with disabilities. We believe that by working together, we can raise awareness of the importance of APE, provide professional development opportunities, and establish a stronger voice at the state level.

In our first year, we are focused on (You can personalize this list based on group goals):

- Building a network of APE professionals across the state.
- Creating opportunities to collaborate and share best practices.
- Developing organizational goals and bylaws to ensure sustainability.
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Your involvement is valuable, whether through sharing ideas, participating in discussions, or simply staying connected to receive updates. If you would like to join this effort, please reply to this email or follow us on [social media link].

Together, we can build a supportive and motivated community of APE professionals in [Your State].
Thank you,
[Your Full Name]
[Your APE State Network Email Address]

Examples of existing state-level APE professional organizations for inspiration and guidance:

- California APE (SCAPE) - Califstatecouncilape@gmail.com
- Maryland APE - MAPECboard@gmail.com
- Illinois Coalition for APE - illinoiscoalitionape@gmail.com
- Inclusive Physical Education Alliance of Kansas - hkipfer@emporia.edu
- Indiana APE - astout@sacs.k12.in.us
- New Jersey APE Consortium - newjerseyapec@gmail.com
- North Carolina APE - megan.davis@cravenk12.org
- Oregon APE - Michelle.l.dunn89@gmail.com
- Virginia APE Consortium - VAPECboard@gmail.com