Florida Department of Education
Online Course Provider Approval Application

This application form, VSP-03, is to be completed by each Individual or Provider seeking approval to offer Florida Approved Courses which shall be listed in the online catalog pursuant to Section 1003.499, Florida Statutes (F.S.).

To be approved, the application and all documentation must be received by September 30 of each year. Approval requires the Applicant to complete all the information requested in all parts of the application and a determination that the Provider meets the compliance requirements set forth in Part 2. Incomplete applications will not be reviewed. The Florida Department of Education (Department) will provide the Applicant with a written decision regarding the approval or denial of the application no later than forty-five (45) days after the deadline.

If the application is denied, the Applicant will receive written notification identifying the specific areas of deficiency. The Applicant shall have thirty (30) calendar days after receipt of the notice of denial to resolve any outstanding issues and resubmit its application for reconsideration. The Applicant will receive a final written notice of approval or denial.

Submit completed online applications: https://floridacourseprovider.fluidreview.com

Direct your questions to: VirtualEducation@fldoe.org

Applicant/Provider Name: _____

Primary Contact Person: _____

Title: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____

Fax: _____

E-mail Address: _____

Rule 6A-6.0982
Form VSP-03
Effective August 2018

Part 1 – Requirements

Course Information

Grade levels to be served:
(check all that apply)

_____	K	_____	7
_____	1	_____	8
_____	2	_____	9
_____	3	_____	10
_____	4	_____	11
_____	5	_____	12
_____	6		

Target population:
(check all that apply)

_____ All students
_____ Dropout Prevention/Academic Intervention
_____ Credit Recovery
_____ Career and Technical Education
_____ Juvenile Justice
_____ English Language Learner (ELL)
_____ Exceptional Student (ESE) – Specify: _____
_____ Academically Talented/Gifted
_____ Other – Specify: _____

Florida schools are required to use the Florida Course Code Directory (CCD) when determining course offerings and all official student records must list the course code numbers and titles from the CCD. The CCD is available at www.fldoe.org/policy/articulation/CCD.

Upload documentation to support Provider compliance: list course code numbers and title of courses to be offered.

Disclosure Requirements

In accordance with Section 1003.499(3)(a)7., F.S., the provider shall publish the following in a prominent location on its website available to the general public. All contracts for the provision of a Florida Approved Course under Section 1003.499, F.S., shall require the provider to comply with the disclosure requirements herein.

- Certification status and physical location (state of residence) of all administrative and instructional personnel.
- Hours and times of availability of instructional personnel.
- Average student-teacher ratios are to be calculated for each course. Teacher load (the total number of students assigned to a teacher) must also be provided. Student completion

and successful completion rates. Student completion rate calculations are to include all students who are enrolled in the course for more than fourteen (14) calendar days.
- Student, educator, and course performance accountability outcomes. Student and course performance accountability outcomes are to include aggregate student assessment results on course-related statewide standardized assessments or other applicable standardized assessments, if any. Educator performance accountability outcomes are to include information regarding the percent of an educator's evaluation that includes student performance results. All disclosures of student performance data must comply with Sections 1002.22 and 1002.221, F.S., by avoiding the disclosure of personally identifiable student information. Assessment data for less than ten (10) students must be redacted to prevent disclosure of identifiable student information.

Provide the link to where this required disclosure information is prominently displayed on your website:

_____

Parent and Student Information Requirements

Section 1003.499(3)(a)4., F.S., requires the Provider to provide to parents and students the following information posted and accessible online for each course.

- How to contact the instructor via phone, email, or online messaging tools.
- How to contact technical support via phone, email, or online messaging tools.
- How to contact the administrative office or an individual offering online courses, via telephone, email, or online messaging tools.
- Any requirement for regular contact with the instructor for the course and clear expectations for meeting the requirement.

Upload documentation to support Provider compliance: provide one document that addresses the bullets listed above.

Part 2 – Verification of Provider Compliance Requirements

Provider Requirements

1. The Provider is nonsectarian and complies with anti-discrimination provisions regarding courses, enrollment policies, employment practices, and operations as specified in Sections 1003.499(3)(a)1., and 1000.05, Florida Statutes, respectively.

Documentation to support Provider compliance: provide direct link to specific nonsectarian and anti-discrimination policies for your courses, enrollment policies, employment practices and operations posted on your disclosure website identified in Part 1 of the application.

Curriculum and Instruction

2. The Provider ensures courses meet the International Association for K-12 Online Learning (iNACOL) Standards for K-12 Online Learning and the Southern Regional Education Board.

   - A completed checklist for the iNACOL National Standards of Quality for Online Courses for each subject area of course(s) the Provider proposes to offer. Evidence to demonstrate the course meets iNACOL standards must be included for each section of standards included in the checklist. File names for iNACOL documents must include Florida course codes and titles (e.g., iNACOL.1200310.Algebra1). The checklist can be downloaded at: www.inacol.org/resources/publications/national-quality-standards

   Upload documentation to support Provider compliance: the plan should include the checklist requested above.

3. The Provider ensures instructional content and service that align with and measure student attainment of student proficiency in Florida's currently adopted state standards.

   - A completed Florida online course alignment document that includes all of the standards and benchmarks listed for the course on the following website: http://www.cpalms.org/ or www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/ which is in accordance with Rule 6A-1.09412, F.A.C. and is incorporated by reference herein.
   - For each standard or benchmark listed, evidence of alignment must specify where the standard or benchmark is taught in the course, how it is taught and how mastery is assessed. File names for alignment documents must include Florida course codes and course titles as specified in the most current CCD located at: http://www.fldoe.org/policy/articulation/CCD (e.g., 1200310.Algebra1) which is incorporated into Rule 6A-1.09441, F.A.C. and is incorporated by reference herein.
   - For Advanced Placement (AP) courses, in lieu of course alignment documents, provide evidence the course has been approved by the College Board and is included in the most current AP Ledger.
   - **Upload all course documents by subject and within subject, by grade level.**

   Upload documentation to support Provider compliance for each course the Provider proposes to offer.

Alignment Documentation for English Language Arts Course(s):

Alignment Documentation for Elective Course(s):
Alignment Documentation for Mathematics Course(s):
Alignment Documentation for Science Course(s):
Alignment Documentation for Social Science Course(s):

- _Provide the following information of the person verifying your course alignment to current state and iNACOL national course standards._

Name:	
Title:	
Credentials (Florida certification; other certifications, licenses, endorsements; degrees, etc.):	
Relevant Job Experience (Florida educational experience; online educational experience; other related educational experience):	

Upon request, the Provider will provide access to the Department to allow a virtual WALK-THROUGH of a course during review phase of application process.

Provide a link or information on how to access your virtual course walk-through:
_____

4. The Provider has mechanisms in place that determine and ensure that a student has satisfied requirements for successful course completion.

- Use of formative and interim assessments to provide feedback to students and teachers, to modify curriculum and monitor student progress. Include documentation to show assessment tools used to inform and guide instruction are valid (measure what students are expected to know) and reliable (consistent for students at the same level of knowledge and understanding).
- Curriculum development to include activities and assessments based on principles that gives all individuals equal opportunities to learn, supporting flexibility in representation, expression, and engagement.
- Use of electronic and information technology accessible for students with disabilities.
- Use of strategies to ensure comprehensible instruction for students with limited English proficiency.

Upload documentation to support Provider compliance: provide one document that addresses the bullets listed above.

Student Performance and Program Accountability

5. The Provider possesses prior successful experience offering online courses to elementary, middle, or high school students as demonstrated by quantified student learning gains or student growth in each subject area and grade level provided for consideration as an instructional program option.

   Documentation to support Provider compliance: Quantified learning gains or student growth in each subject area and grade level, as follows:

   1. At least two years of cohort data from a state-administered summative assessment approved to meet federal; (e.g., ESSA) accountability requirements.

   For course subjects not addressed by state assessments:

   2. At least two years of cohort data from a nationally standardized summative achievement test.

   At minimum, Provider must provide data from category 1 or 2 in language arts/reading and mathematics. The following evidence of learning gains must be submitted for all other subject areas and grade levels:

   3. At least two years of cohort data from teacher developed End-of-Course assessments or semester assessments; or

   4. At least two years of cohort data from pre- and post-assessments delivered for a course, which assessment is not covered under another category.

Cohort data shall include: the number of students enrolled, the number of students tested, the percentage of students tested, and performance results over the cohort period specified in the categories above. Student performance data are to be aggregated by course. The cohort period shall comprise the most recent data available. The cohort data shall include all students in the course under review. Any definitions or materials needed to comprehend the assessment results must be provided.

Reporting Requirements

6. The provider has the capacity to meet all reporting requirements to comply with state funding, information and accountability requirements in Florida Statutes.

   - description of knowledge and expertise related to Florida's data reporting requirements;
   - ability to comply with Florida's data reporting requirements – specifically address requirements delineated at: http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2017-18-student-info-system/index.stml – pursuant to State Board of Education Rule 6A-1.0014, F.A.C.

Upload documentation to support Provider compliance: provide one document that addresses the bullets listed above.

7. The Provider's data management systems ensure all student information remains confidential, as required by the Family Educational Rights and Privacy Act (FERPA) [Section 1002.22 F.S.].

   Upload documentation to support Provider compliance: description of measures taken to ensure the confidentiality and security of all student data to include collecting, storing and transmitting data.

<u>Supporting Documentation</u>

1. Provide at least three references with contact information from those knowledgeable about the pedagogical and technical strengths of your courses.

2. Provide a summary of stakeholder satisfaction survey results (students and teachers).

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<u>Assurances</u>

1. The applicant will provide each course covered by the application in accordance with all applicable federal and state laws, rules, statutes and regulations.

2. The applicant will only hire Florida-certified instructional personnel under Chapter 1012, Florida Statutes (F.S.), or adjunct educators certified under Section 1012.57, F.S.

3. The applicant will ensure all employees and contracted personnel will undergo background screening as required by Section 1012.32, F.S., using state and national criminal history records and the applicant will provide a list of employees to each school district contracting with the applicant for verification of compliance.

4. All curriculum and course content is aligned with Florida's currently adopted state standards under Section 1003.41, F.S.

5. All of the applicant's Advanced Placement courses have been approved by the College Board's AP Course Audit and are included in the current AP Ledger and Florida's Course Code Directory (State Board of Education Rule 6A-1.09441, F.A.C.). All of the applicant's other accelerated course offerings have been validated by the appropriate program organization.

6. The applicant retains responsibility for the quality and content of courses it offers, including courses revised after time of application whether developed by applicant or acquired via third-party contractual agreements, partnerships or other agreements related to the content or delivery of online courses.

7. The applicant's web systems meet conformance level A of the World Wide Web Consortium's Web Accessibility Initiative (WAI) Web Content Accessibility Guidelines (WCAG) 2.0, pursuant to the requirements of iNACOL's National Standards for Quality Online Courses.

8. The applicant will adhere to requirements for student participation in state assessment tests as specified in Section 1003.499(3)(b), F.S. The applicant assures that non-state level end-of-course examinations cover Florida course benchmarks.

9. The applicant will provide student, staff and course data to school districts for timely submission of the required record formats to the Department. This includes, but is not limited to, correct student IDs, course titles, and course numbers, as defined in the department Data Elements (www.fldoe.org/accountability/data-sys/database-manuals-updates/), pursuant to State Board of Education Rule 6A-1.0014, F.A.C.

10. The applicant agrees to inform the Department's Virtual Education Office in writing of any substantial changes to its virtual courses. For purposes of this paragraph, a change is substantial if the content of the application by which the courses were approved has become obsolete due to the proposed change.

I certify that the applicant will adhere to each of the assurances contained in this application for approval as a course provider. I further certify all responses to this application are true and accurate representations of the applicant's compliance with Section 1003.499, F.S.

_____   ___/___/_____   _____
            Signature   *Date Signed*   *Telephone Number*

_____   _____
          Printed Name   *Provider Name*

_____
              Title