

Marva Johnson, *Chair*
Andy Tuck, *Vice Chair*
Members
Ben Gibson
Tom Grady
Michael Olenick
Joe York

Online Course Provider Application Walk-Through

Purpose: To provide background information and to walk-through application for online course provider approval. *Please note that this application is for online course (instruction and curriculum) providers only; not program or curriculum. Do not apply for both applications; if offering a program and courses use the Virtual Instruction Program (VIP) application.*

Overview of Virtual Education in Florida

The Department of Education (DOE) Virtual Education website has a [virtual options chart](#) showing Florida's public virtual education options.

General Approval Process

- Registration window (August 15- September 30)
- First application window (September 1-30)
- DOE Review and Decision (October 1- November 15)
- Final application window (30 days after applicants are notified)
- Final Department review and decision (February or until all information is thoroughly reviewed)

Application Overview:

- Part 1: Description of proposed courses. List of courses must be Florida courses (*always use Florida course codes and titles*)
- Disclosure Requirements
- Part 2: Provider and Course Requirements
- Supporting Documentation
- Application Assurances

Answer all questions and be specific. The application must be complete and saved by 11:59 pm on September 30. Make sure you have answered all questions and the Assurance Form is included.

Each application stands on its own, applications are not ranked or scored. Applicants must meet all requirements to be approved.

The review team is made up of experts in the different areas of the application and they will only review their specific area(s). We recommend each area is completed and answered by your experts in the area. Since all reviewers do not see all questions, if you want more than one review team to see a document, you must upload it in their area of the application.

Application Walkthrough:

Helpful Hints for Applicants: Functionality and navigation assistance document on the [Virtual Education website](#).

- **Step 1:** Login
- **Step 2:** Completing the application (navigation, text boxes and steps for uploading documents).
- **Step 3:** Submitting your application
- Other considerations and requirements

Requirements

Cover Page: Provider Details

- Applicant's contact information, including name of the individual responsible for the application.

Part 1: Course Information

- Framework for responses and review of Part 2 (Compliance Requirements)
- Check appropriate items for grade levels/populations served.
- List of Florida Courses (*must use Florida course codes and title*, the application provides a link to the Course Code Directory). Must submit all courses you are planning to offer.

Part 1: Disclosure Requirements

Your disclosure website must to be posted by September 30, applicants must provide link in application. Must include all items specified and everything within each item or it will not meet requirement. Keep in mind that applicants must meet all requirements in order to be approved.

- Additional notes on the following items:
 - Provide average teacher: student ratios and teacher loads (total students assigned to a teacher). Applicants must provide information for each course. Provide ratios and loads for part-time and full-time teachers.
 - Completion rates: include any students who are enrolled for more than 14 days.

Part 1: Parent and Student Information Requirements

Use a document to answer the four bulleted items.

Provider Requirements

Part 2: Nonsectarian and Anti-discrimination Policies

These policies must specifically address nonsectarian and anti-discrimination policies for courses, enrollment policies, employment practices and operations.

Staff Requirements

Part 2: Teacher Certification Requirements

- Signed assurance form that teachers instructing students must hold a valid Florida educator certificate. Assurance form can be found at the end of the application.
- For those already operating in Florida, you will need to upload a list of current teachers with Florida educator certificate numbers.

Part 2: Background screenings

Signed assurance that all employees or contracted personnel undergo background screenings using state and national criminal history records.

Curriculum and Instruction

Part 2: iNACOL Standards

Complete one document with appropriate checklist for each bullet. Indicate by check or rating that each item is met in checklists and provide comments or evidence at the end of each section to support ratings (not for each item).

- [iNACOL National Standards of Quality for Online Courses](#) submit one checklist for each subject area for course(s) you plan to offer. File names for iNACOL documents must include Florida course codes and titles (e.g., iNACOL.1200310.Algebra1).
- [iNACOL National Standards of Quality for Online Teaching](#) submit one checklist only.

Part 2: Course Alignment

Applicants must have alignment documents for *each* course listed in Part 1. Instructions for aligning and naming files are included in the application. The specified process will ensure that you will be aligning to the most recently-approved standards. If you don't find a course on the specified website, please email virtualeducation@fldoe.org.

Part 2: Credentials and Walk-through

Provide the information of the individual who verified your course(s) alignment documentation. Additionally, upon request you may have to submit a virtual walk-through of your course(s).

Part 2: Successful Completion Mechanisms

Measures of attainment and progression; keep in mind applicants must address all bulleted items. Provide one paragraph per bulleted item in order of the way they appear. Provide this information in one document.

Student Performance and Program Accountability

Part 2: Participation in Statewide Assessments

Students must participate in all state assessments. Provide your policies, notifications (for parents and students) and documents related to this requirement.

Part 2: Prior Successful Experience

Specific guidance about what to include is provided in this question of the application. Florida assessment results are first priority. Provide information as specified for every grade level and subject included in the course(s) you are applying to offer in Florida. If the applicants do not have sufficient evidence to demonstrate prior successful experience in all subjects and grade levels, DOE may grant a one-year conditional approval for *selected* courses if the applicants meet all other requirements in the application.

Student Data and Reporting

Part 2: Data Reporting Requirements

Florida has extensive reporting requirements (9 reporting surveys with many reporting formats); a link is provided to the database manual in application. Make sure to address all aspects of the question, e.g., training, experience, staffing.

Part 2: Data Confidentiality Requirements

Addresses how applicants will ensure student confidentiality and security of student data (in collecting, transmitting, storing data).

Supporting Documentation

References: References cannot be from someone in your organization. They should be from a person who has used your program and is knowledgeable about it. Provide at least three references.

Stakeholder Satisfaction Survey: Summaries of all specified stakeholder groups and provide a link to completed reports.

Application Assurances:

Must be completely filled out to submit application.

Note: If approved, it is for the next three school years. Maintaining approval is contingent upon continuing to meet all the requirements of the online course provider application.

Any questions? Email us at virtualeducation@fldoe.org

