



SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDER APPLICATION

**20 U.S.C. Section 6316 (e)
Section 1008.331, Florida Statutes
Rule 6A-1.039, Fla. Admin. Code**

Request for Applications

**Florida Department of Education
Bureau of Student Assistance
325 West Gaines Street, Suite 348 346
Tallahassee, Florida 32399-0400
<http://www.fldoe.org/flbpsi>**

Effective April 2008, revised _____, 2009
Form SES 100

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I. APPLICATION INSTRUCTIONS AND REQUIREMENTS

A. Submission Deadline Requirements

The submission deadline for the 2009-2010 academic school year is 11:59 p.m. Eastern Standard Time (EST) on May 25, 2009. For subsequent academic school years, the submission deadline is 11:59 p.m. EST on the first Friday in March. Applications submitted by means other than those set forth in the Request for Applications (RFA), and applications received after the deadline for submission, regardless of the cause or nature of the delay, will not be accepted or considered for approval by the Department.

1. *On-line Application Requirements*

This application must be **SUBMITTED** on-line at <http://www.fldoe.org/flbpso> no later than 11:59 p.m. EST on May 25, 2009. For subsequent academic school years, the submission deadline is 11:59 p.m. EST on the first Friday in March. It is the responsibility of the applicant to ensure that the on-line application is submitted by the stated deadline.

2. *Hard-Copy Documentation Requirements*

The financial soundness documentation and assurances must be **RECEIVED** by the Florida Department of Education (FLDOE) no later than 5:00 p.m. Eastern Standard Time on May 25, 2009. For subsequent academic school years, the submission deadline is 5:00 p.m. EST on the last Friday in March. It is the responsibility of the sender to ensure that all hard-copy documentation is received by the stated deadline.

Hard-copy documentation should be **MAILED** or **HAND-DELIVERED** to:
Florida Department of Education
Bureau of Student Assistance
325 West Gaines Street, Suite 348 346
Tallahassee, FL 32399-0400

B. Technical Assistance

Technical assistance regarding this RFA, review rubric, and the procedures for submitting a complete application will be posted on the FDOE website for SES at <http://www.fldoe.org/flbpso>.

C. Method of Review and Scoring Requirements

Each application is reviewed to ensure accurate completion of requested information and data, compliance with all provider eligibility requirements, and agreement with assurances set forth in the document. A minimum of three reviewers will review the

scored portion of the application narrative and the scores will be averaged. Successful applications require the following:

- 75% of the total possible points
- A score of at least two points for each question
- Submission of sufficient documentation of financial soundness
- Submission of all properly executed assurance pages

D. Method of Announcement

All applicants will be notified by mail whether the application is approved or denied. Additionally, the list of the state-approved SES providers will be posted on the FLDOE Web site for SES at <http://www.fl DOE.org/flbpso>. Information regarding approval or non-approval will not be provided via email or telephone.

II. APPLICATION PROPOSAL

Please consider each of the responses carefully as these responses will become part of the terms of the contract signed with the school district. In addition, FLDOE will monitor each provider to ensure that the implementation of the program is consistent with the approved application.

A. Contact Information (* means fields required)

*Name of Agency Head _____

*Federal Employer Identification Number (FEIN) or Federal Tax ID Number _____

*Name of Contact Person _____ *Title _____

*Mailing Address _____

*City _____ *State _____ *Zip Code _____

*Telephone Number _____ Fax Number _____

*E-mail Address _____ Organization Web site _____

*Contact Person for SES _____ *Title _____
This person will be listed on the SES Approved Provider Directory

*Mailing Address _____

*City _____ *State _____ *Zip Code _____

*Telephone Number _____ Fax Number _____

*E-mail Address _____ Organization Web site _____

B. Applicant Status

Please complete the following information.

Applying as a **NEW** provider Applying as a **RENEWING** provider

(1) Has the applicant been approved to provide SES in Florida? Yes No

School year(s) _____

Under what business name(s) _____

Serving which school district(s) _____

If approved in Florida, identify the Florida SES Provider ID Number(s) _____

(2) Is the applicant an approved provider for SES in any other state?

Yes No

If yes, identify the state(s) _____

Under what business name(s) _____

(3) Has the applicant been removed as an approved provider in any state or district within a state, including Florida? Yes No

If yes, company Name(s) Used: _____

If yes, identify the state(s) _____

If yes, provide the school year(s) date(s), district(s), and the reason(s) for removal _____

(4) Has the applicant ever served as a provider in Florida under any business name and had a contract with a district terminated? Yes No

Identify the district(s) _____

If so, provide the school year and the reason(s) for termination _____

Service History

Has the applicant conducted surveys of parents whose children received SES tutoring in the prior school year?

Yes No

If yes, do these results show that at least 50% of parents of participating students are satisfied with the services?

Yes No

Has the applicant's instructional program been subject to a state or self-administered evaluation?

Yes No

If yes, do these results demonstrate that the provider's instructional program has improved student achievement?

Yes No

C. School District(s) to be Served: Select all school districts in which the applicant requests approval and agrees to provide SES.

- ALACHUA
- BAKER
- BAY
- BRADFORD
- BREVARD
- BROWARD
- CALHOUN
- CHARLOTTE
- CITRUS
- CLAY
- COLLIER
- COLUMBIA
- DADE
- DE SOTO
- DIXIE
- DUVAL
- ESCAMBIA
- FLAGLER
- FRANKLIN
- GADSDEN
- GILCHRIST
- GLADES
- GULF
- HAMILTON
- HARDEE
- HENDRY
- HERNANDO
- HIGHLANDS
- HILLSBOROUGH
- HOLMES
- INDIAN RIVER
- JACKSON
- JEFFERSON
- LAFAYETTE
- LAKE
- LEE
- LEON
- LEV
- LIBERTY
- MADISON
- MANATEE
- MARION
- MARTIN
- MONROE
- NASSAU
- OKALOOSA
- OKEECHOBEE
- ORANGE
- OSCEOLA
- PALM BEACH
- PASCO
- PINELLAS
- POLK
- PUTNAM
- ST. JOHNS
- ST. LUCIE
- SANTA ROSA
- SARASOTA
- SEMINOLE
- SUMTER
- SUWANNEE
- TAYLOR
- UNION
- VOLUSIA
- WAKULLA
- WALTON
- WASHINGTON
- FAMU LAB
SCHOOL
- FLORIDA
SCHOOL FOR DEAF
AND BLIND

D. Applicant Classification of Eligible SES Providers: Check the category that best describes the applicant's organization.

- Individual
- For-profit company
- Non-profit organization
- Community based/faith-based organization
- Institution of higher education
- Local educational agency such as a Florida public school district, a university laboratory school, and Florida Virtual School, that is not identified as in need of improvement, corrective action, or restructuring
- Public schools not identified as in need of improvement, corrective action, or restructuring
- Charter school not identified as in need of improvement, corrective action, or restructuring
- Private school
- 21st Century Community Learning Center that is not affiliated with a school district that is identified as in need of improvement, corrective action, or restructuring
- Child care center serving school-age students
- Regional educational consortium
- School districts that are in need of improvement and have obtained a United States Department of Education (US ED) waiver to be providers of SES.
- Other _____

E. Academic and Instructional Information

1. *Subject Area(s): Check all that apply.*

- Reading/Language Arts
- Mathematics
- Science

2. *Additional Staff Qualifications: Check all that apply.*

Indicate tutorial staff qualifications below:

- Title I paraprofessionals
- Current State of Florida certified teachers
- Ability to communicate languages other than English
 - Spanish
 - Haitian Creole
 - Other (Identify) _____

3. *Type of Instruction: Check all that apply.*

- Individual tutoring
- In-home tutoring. A parent or guardian must be present during and throughout all tutoring sessions.
- Distance learning instruction (on-line, internet-based, or computer-based instruction)
- Small group instruction (not to exceed a group size of five students per tutor)
- Large group instruction (not to exceed a group size of eight students per tutor)

4. *Grade Levels to be Served: Check all grade levels you will serve for each subject area. (Note: The curriculum described in the application must be appropriate for the grade levels indicated):*

Reading/Language Arts

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

Mathematics:

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

Science

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

F. SES Provisions

1. *Student Capacity*

_____ Indicate the minimum number of students that the applicant would serve at each site

- Capacity to serve students with disabilities or plans developed under section 504 of the Rehabilitation Act
- Capacity to serve students who are English language learners
- Capacity to serve students with visual impairments
- Capacity to serve students with hearing impairments

2. Location of Services: Check all that apply.

- School campus
- Provider facility
- Faith-based center (for example, church, temple, or mosque.)
- Community-based center
- Student's home (on-line or computer-based)
- Student's home with tutor present
- Public site such as public library (describe): _____

Other (describe): _____

G. Operations: Check all that apply.

1. *Day(s) Services will be Provided:*

Weekday (Monday – Friday)

Weekend (Saturday - Sunday)

2. *Length of each service session: Cumulative sessions may not exceed two hours per day or six hours per week.*

2 Hours

1 Hour

30 Minutes

Other (describe) _____

Can the applicant provide a minimum of 20 hours of tutoring per student?

Yes, the applicant can provide a minimum of 20 hours per student.

No, the applicant cannot provide a minimum of 20 hours per student.

3. *Times of Service*

Before school

After school

Weekends

Summer

H. Cost of Service

1. *Rate for Provision of SES: Per Student, Per Hour, Per Type of Instruction*

Indicate the rate to serve SES for each student per hour and for each type of instruction offered.

*****Note** The allowable range is between \$5 and up to \$7080 per hour for each student, per hour, and per type of instruction.***

RATE PER STUDENT PER HOUR:

- \$ _____ Small group instruction (group size two to five students per tutor)
- \$ _____ Large group instruction (group size six to eight students per tutor)
- \$ _____ Distance learning including computer-based instruction
- \$ _____ Individual tutoring
- \$ _____ In-home tutoring

III. APPLICATION NARRATIVE: To ensure an anonymous review of the application, the company name should not be included in this section.

THE FOLLOWING ITEMS WILL BE SCORED (0-5 points per question):

A. The provider must have a demonstrated record of effectiveness in increasing the student academic achievement toward meeting the state achievement standards [NCLB, 20 U.S.C. Section 6316(e)(12)(B)(i)].

1. Provide the specific student achievement data that document that the applicant's company or organization had a positive impact on increasing student achievement toward meeting state achievement standards. Include quantitative data that documents student learning gains.

B. The provider must document that the instruction provided is high quality, based upon research, and designed to increase student academic achievement of eligible students and attain proficiency in meeting the state's academic achievement standards [NCLB, 20 U.S.C. Section 6316(e)(12)(C)(ii)].

2. Identify the **curriculum and key instructional strategies** of the proposed program and quantitative research that documents its effectiveness in increasing student achievement.

3. Describe how instruction will be focused, intensive, and tailored to meet the needs of individual students, including students with disabilities, students with 504 plans, and English language learners.

C. The provider must ensure that supplemental educational services are consistent with the instructional program of the local educational agency and the academic standards set forth by the state (Sunshine State Standards) [NCLB, 20 U.S.C. Sections 6316(e)(5)(B) and 6316(e)(12)(B)(ii)].

4. Describe the alignment of the proposed curriculum with the Sunshine State Standards for each grade level and content area you plan to serve. For information on Florida's Sunshine State Standards, see <http://www.fldoe.org/bii/curriculum/sss/>.

5. Describe the process the applicant will use to ensure the proposed program aligns with the instructional program of the school district(s) in which the applicant intends to serve students. Cite at least one example of the correlation of the proposed program with at least one district that the applicant intends to serve.

6. Describe how the applicant will coordinate supplemental educational services with the classroom instructional program of the students receiving the services. Describe the specific methods, tools, and processes that will be used to execute this coordination.

D. The provider must set measurable achievement goals for each student in consultation with each student's parents and the school district and adhere to the timetable for improving the student's achievement in the student learning plan. The provider must measure the student's progress, and regularly inform the student's parents and teachers regarding the progress of the student in improving academic achievement as outlined in the student learning plan [NCLB, 20 U.S.C. Sections 6316(e)(3)(A) and (B)].

7. Describe how diagnostic assessment data will be used to identify the student's knowledge and skills gaps and set measurable goals for the student learning plan.

8. Identify the specific assessment to be administered if district student data are not available for developing the student learning plan. Describe the specific pre- and post-assessments that will be used and the alignment to the Sunshine State Standards.

9. Describe the procedures and timelines to be used to evaluate, monitor, and report, at a minimum monthly, each student's progress toward meeting the goals as stated on the student learning plan. Address how applicant ensures that the progress reports are understandable to parents and in parents' native language, if feasible. Include frequency of progress reports to student's parents, teachers, and appropriate school district staff.

E. The provider must have the capacity and resources, including financial soundness and compliance with applicable federal, state, and local health, safety, and civil rights laws and regulations, to provide supplemental services to students [NCLB, 20 U.S.C. Sections 6316(e)(12)(B)(iii) and (e)(5)(C)].

10. Describe the applicant's infrastructure, including resources such as personnel, buildings, or equipment, and capacity to ensure services begin no later than October 15th of each school year. Include roles and responsibilities of staff within the organization.

11. Describe the initial training, professional development, and ongoing support provided to tutors to ensure that the proposed program is implemented with fidelity.

12. Describe procedures for supervising tutors to ensure the proposed program is implemented with fidelity and that all employees comply with ethical business practices pursuant to assurances found in the Request for Application, such as behavior at provider fairs, quality of tutoring services, and effectiveness of instruction.

13. Describe the process and procedures for monitoring the program to ensure the proposed program is implemented with fidelity, such as tutor/student ratio, supervision of students, approved instructional materials, students on task, or beginning services on time.

Print and mail to:
Florida Department of Education
Bureau of Student Assistance
325 West Gaines Street, Suite 348
Tallahassee, FL 32399-0400

IV. FINANCIAL SOUNDNESS

Please submit documentation for A-G as referenced in the table of contents as evidence of applicant's financial soundness.

A. COVER PAGE

Name of Company or Agency _____

Federal Employer Identification Number (FEIN) or Federal Tax ID Number _____

Name of Contact Person _____

Title _____

Mailing Address _____

City/State/Zip Code _____

Telephone Number _____

Fax Number _____

E-mail Address _____

Organization Web site _____

Name of Contact Person for SES in Florida _____ (This person will be listed on the Approved SES Provider Directory)

Title _____

Mailing Address _____

City/State/Zip Code _____

Telephone Number _____

Fax Number _____

E-mail Address _____

Organization Web site _____

Print and mail to:
Florida Department of Education
Bureau of Student Assistance
325 West Gaines Street, Suite
348 Tallahassee, FL 32399-0400

B. CHECKLIST OF HARD-COPY DOCUMENTATION REQUIREMENTS

Name of Company or Agency _____

- Cover Page (A)
- Checklist of Hard-copy Documentation Requirements (B)

- Evidence of legal qualification to do business in Florida (C)**
- Verification of business or non-profit status (D)**
- Signed notarized statements: (E)**
 - Suspension or disbarment from receiving federal funding
 - Any lawsuits filed against organization
 - Denial of approval or removed from approval status from another state
 - Unresolved complaints with the Better Business Bureau or FLDOE
- List of Board of Directors, Managing Members, or Chief Officers and their titles. List individual name and title if sole proprietor. (F)**
- Financial Soundness (G)**

If an applicant has been in business for two or more consecutive years submit:

- Financial statements in the form of an income statement for the past two years **OR**
- Financial audits signed by a certified public accountant for the past two years

If the applicant has been in business for less than two consecutive years submit:

- Federal income tax returns of a member of the board of directors, a managing member, or chief officer for the past two years **AND**
- Documentation from a financial institution showing three months of operating expenses in the form of a line of credit, loan, or a pre-approved loan on behalf of the company **AND**
- Projected expense report for three months of operating expenses on the *Three Months Projected Expense Report Form* provided in the application.

Note: An applicant that is a school or school district shall provide the following financial soundness documents: A. Cover Page; B. Checklist of Hard-Copy Documentation Requirements; E. Signed Notarized Statements; and F. List of Board of Directors.

C. Evidence of legal qualification to do business in Florida

A copy of the most recent registration with the Florida Department of State, www.sunbiz.org, showing evidence that the applicant is legally qualified to do business in Florida

D. Verification of business or non-profit status

Internal Revenue Service (IRS) letter with FEIN number or 501(c)3 status

E. Signed notarized statements on applicant's letterhead by the individual authorized to act on behalf of the organization attesting to the following:

- The organization has not been suspended or disbarred from receiving federal funding. If yes, explain the circumstances for suspension or disbarment.
- The organization has had no lawsuits filed against them for educational or fiscal mismanagement, civil rights violations, criminal acts. If yes, provide information and the outcome for each instance.
- The organization has not been denied approval nor has its approval status as an SES provider been revoked. If the organization has been denied approval or its approval status as an SES provider has been revoked, identify such states or districts and the reasons for such denial or revocation.
- The organization does not have any unresolved complaints with the Better Business Bureau or FLDOE. If the organization does have any known unresolved complaints, provide an explanation of the complaint(s) and results.

F. List of Board of Directors, Managing Members, or Chief Officers.

A complete list of the board of directors, managing members, or chief officers of the organization and their titles. **If applicant is a sole proprietor, provide the name and title of individual**

G. Evidence of financial soundness:

If an applicant has been in business for two or more consecutive years submit:

Financial statements in the form of an income statement for the past two years

OR

Financial audits signed by a certified public accountant for the past two years

If the applicant has been in business for less than two consecutive years submit:

Federal income tax returns of a member of the board of directors, a managing member, or chief officer for the past two years

AND

Documentation from a financial institution showing three months of operating expenses in the form of a line of credit, loan, or a pre-approved loan on behalf of the company

AND

List and submit on attached *Three Months Projected Expense Report* projected expenses to operate SES in Florida for three months. Expenses should include, but not be limited to, information on the resources to cover the costs of salaries, fingerprinting/background screening, insurance policies, instructional materials, marketing, professional development, and facility rental fees. The total projected expenses on the report should match, at a minimum, the amount of the line of credit, loan, or pre-approved loan secured from a financial institution.

Print and mail to:
 Florida Department of Education
 Bureau of Student Assistance
 325 West Gaines Street, Suite 348
 Tallahassee, FL 32399-0400

Three Months Projected Expense Report							
Operating Costs for SES							
	Month 1	Month 2	Month 3				Expense Total
EXPENSES							0
Insurance Policies							0
Salaries							0
Marketing							0
Instructional Materials							0
Facility Rental Fees							0
Professional Development							0
Fingerprinting/Background Screening							0
Transportation							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
Monthly Total	0	0	0	0	0	0	0

Note: An electronic version of the expense report may be accessed at <http://www.fldoe.org/flbppo>.

V. GENERAL ASSURANCES

As the duly authorized representative of this applicant, I certify agreement and compliance with all of the following assurances and conditions:

1. Applicant agrees to deliver services at all times in accordance with the terms of this Request for Applications (RFA), and the information submitted by the applicant in its application. If the applicant fails to meet these terms, it may be removed from the state-approved list of SES providers. Applicant understands that the application it submits to FLDOE is a legally binding document and changes cannot be made to the application or to the approved SES program once FLDOE approves the application.
2. Applicant agrees to abide by all terms set forth in the contract with the school district, including the payment schedule, rates, and any facility user fee arranged with the school district, that complies with 20 U.S. C. Section 6316(e)(3) and (6) of the No Child Left Behind Act of 2001 or Section 1008.331, Florida Statutes. If the applicant operates multiple sites, applicant agrees to provide services only at individual sites that meet all criteria independently.
3. Applicant agrees to deliver supplemental educational services in the school districts for which it is approved and in which it has signed either a contract to provide services or a letter of intent and the minimum number of students per site set by the provider has been met in the timeline established by Section 1008.331, Florida Statutes.
4. Applicant agrees to abide by ethical business practices, as adopted by the Education Industry Association in its Code of Professional Conduct and Business Ethics for Supplemental Educational Services Providers <http://www.educationindustry.org/tier.asp?sid=2> Amended January 8, 2008.
5. Applicant agrees to provide auditable documentation of services provided to each student including, but not limited to enrollment, attendance, and assessments. Applicant will maintain books and records relating to the provision of SES and amounts charged to school districts for SES. Books and records, including information stored in databases or other computer systems, will be maintained by the applicant for a period of five years after the date of final payment under the school district's agreement. Books and records required to be maintained hereunder will be available for review or audit, either on-site or as otherwise requested by district, state, and federal agencies. Books and records required to be maintained hereunder will be available for review or audit to agency representatives during normal business hours with or without notice from district, state, and federal agencies. The applicant and its representatives will fully cooperate with any such review or audit.

6. Applicant assures that services are available in locations accessible to individuals with disabilities to the extent required by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) and the Americans with Disabilities Act (42 U.S.C. §§12101 et seq.).
7. Applicant assures that additional admission criteria will not be imposed on students other than those permitted under the No Child Left Behind Act, 20 U.S. C. Section 6316(e).
8. Applicant assures that the school districts and FLDOE will be notified of any changes in contact information.
9. Applicant understands that approved SES providers must contract with the individual districts and abide by all contractual obligations as mutually agreed upon prior to delivering SES to students.
10. Applicant agrees to ensure the confidentiality of all student information as outlined in The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and Section 1002.22(2)(b), Florida Statutes (Student records and reports; rights of parents and students; notification; penalty.--).
11. Applicant assures that it will not provide or market attendance or performance incentives to entice a student or a student's parent prior to the parent choosing a provider. After students have been enrolled with the applicant, incentives may be awarded to students only for performance or attendance with a total value not to exceed \$50 per student per year.
12. Applicant will refrain from altering, completing, or submitting enrollment forms on behalf of a parent.
13. Applicant understands that SES providers may be removed from the list if any false information or misrepresentation is made in its application, or to school districts, teachers, or parents.
14. Applicant agrees to be responsible for payment of all taxes and fees resulting from payment from school districts for services.
15. Applicant assures that all instruction and content are secular, neutral, and non-ideological.
16. Applicant assures that students will be supervised at all times.
17. Applicant understands that the enrollment process is the responsibility of the school district. Applicants are prohibited from altering the district's enrollment form in any way.

18. Applicant agrees that all documents contained in or submitted with the application shall become the exclusive property of FLDOE and may be distributed or displayed in any manner by the agency.
19. Applicant understands that the status as an approved provider is non-transferable and that sub-contracting for SES is not allowed.
20. Applicant agrees that it is an independent entity separate from FLDOE and that FLDOE is not obligated to approve an application, provide funds, or endorse any application submitted. This application does not commit FLDOE to pay any costs incurred.
21. To the fullest extent permitted by law, the applicant and its organization agree to indemnify, defend and hold harmless FLDOE, the State of Florida, and their respective agents, officers and employees from and against any and all claims, demands, suits, liabilities, injuries (personal or bodily), property damage, causes of action, losses, costs, expenses, damages, or penalties, including without limitation reasonable defense costs and legal fees arising or resulting from, or occasioned by or in connection with (i) any bodily injury or property damage resulting or arising from any act or omission to act (whether negligent, willful, wrongful or otherwise) by the applicant or its organization, its subcontractors, anyone directly or indirectly employed by them or anyone for whose acts they may be liable; (ii) failure by the applicant and its organization or its subcontractors to comply with any laws or regulations applicable to the performance of SES; (iii) the breach of any representation or assurance provided by the applicant and its organization in this application; or (iv) any act of infringement of any existing patent or copyright or any unauthorized use of any trade secret.
22. Applicant agrees to attend a mandatory NCLB School Choice Leadership Summit sponsored by FLDOE.
23. Applicant agrees to the terms and conditions outlined in Rule 6A-1.039, (FAC) <https://www.flrules.org/gateway/readFile.asp?sid=0&tid=5480614&type=1&file=6A-1.039.doc>, and Florida law (Section 1008.331, Florida Statutes) http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1008.331&URL=CH1008/Sec331.HTM related to SES.
24. Applicant assures that it has not been removed and permanently barred from providing supplemental educational services in any state or district.
25. Applicants who selected to serve students at Florida School for Deaf and Blind and indicated a capacity to serve students with visual impairments assures that it will provide transcription of materials into large print and Braille.

26. Applicants who selected to serve students at Florida School for Deaf and Blind and indicated a capacity to serve students with hearing impairments assures that it will provide tutors fluent in American Sign Language.
27. Applicant assures that all tutorial staff meet the minimum standards for Title I paraprofessionals, as follows:
- Title I paraprofessionals must have a secondary school diploma or its recognized equivalent; and
 - Title I paraprofessionals must have at least one of the following:
 - Completed two years of study at an institution of higher education (equivalent to 60 semester hours)
 - Obtained an associate's (or higher) degree
 - Met a rigorous standard of quality and be able to demonstrate, through a formal local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).
28. Applicant assures that cumulative sessions shall not exceed two hours per day or six hours per week.
29. Applicant understands that the allowable range is between \$5 and up to \$70 per hour for each student, and per type of instruction.

The following guidelines define appropriate use of the Internet.

30. Applicant understands that transmitting any material in violation of any U.S. or state regulation or school board policy is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.
31. Applicant understands that all content transmitted via e-mail or the Internet shall be secular, neutral, and non-ideological.
32. Applicants providing on-line instruction agree to ensure the safety of all students while accessing the internet. It is the responsibility of the applicant to block all unsafe web content.
33. Applicant understands that hate mail, harassment, discriminatory remarks, and other antisocial behaviors are unacceptable in Internet and other network communication.
34. Applicant understands that all information accessible via the Internet should be assumed to be private property and subject to copyright protection. Internet sources should be credited appropriately, as with the use of any copyrighted material.

35. Applicant has a responsibility to respect the privacy and property of students. Applicant should not intentionally seek information about, obtain copies of, or modify, files, data, or passwords of other users.
36. For the safety of students, applicant must not request or provide any personal information, such as addresses, phone numbers, or photographs.
37. Applicant should not expect that files are private. State and school district representatives, including school administrators, as well as parents, may review files and communications at any time to ensure that the network is being used responsibly. Applicant must gain written parental permission before communicating with students under the age of 13 via e-mail or the Internet.
38. Applicant has a responsibility to protect the student users from marketing and Spam.
39. Applicants shall ensure that the primary purpose of a computer in the SES program is instructional. When a computer provided by the applicant is used for instructional purposes, the student is allowed to keep the computer. If students will be using a school computer to access information from an applicant, the applicant must abide by all school and school district policies and procedures regarding computer/Internet use.
40. Applicant agrees to comply with all assurances set forth in this application.

I, THE UNDERSIGNED, CERTIFY that I am an individual authorized to act on behalf of the organization in submitting this application and assurances and that all of the information provided herein is true and accurate, to the best of my knowledge. All tutors/instructors employed by this organization will be notified of all guidelines regarding appropriate use of the Internet and that as a condition of employment with the provider, all employees who will provide SES shall agree to comply with the guidelines. I understand that, if any of the information contained herein has been misrepresented, that may constitute grounds for denying the applicant's request for approval to be placed on the list of approved supplemental educational services providers or for removal from that same list. I further certify that the organization will comply with all of the assurances set forth herein. Failure to comply with the assurances during the school year may result in removal from the state-approved list and potential ineligibility to re-apply during the following two-year period.

Signature of Applicant

Date signed

Printed Name

Name of Agency/Company/Group

Title of Signing Agent

Note:

1. Printed name and original signature must match.
2. Use blue ink for original signature.
3. "By", "for," or initials will not be accepted.
4. Rubber stamp signatures will not be accepted.