

Filling Out an Application Online

Florida Virtual Instruction Program and Online Course Provider Applications

Logging in

When registration opens, if you do not already have a SurveyMonkey Apply account, you will need to create one. Follow the prompts when visiting the website: <https://flvprovider.smapply.org/>

On the homepage you will see the timeline and steps to complete an application. In the top right of the window you will find the Log In link. You will not be able to start your application until September 1st. The application will close September 30 at 11:59 pm.

Password retrieval

Your password is encrypted and held by SurveyMonkey. The Virtual Education office cannot help you in retrieving a forgotten password. To create a new password, you will have to use the forgot password feature.

Selecting an application

After logging in, select the “View Programs” button. When you come to the Programs landing page, you will see five different provider applications. Please read their descriptions carefully. You can only apply for one. The form names are listed first for easy reference leading to what has been posted on our website at: <http://www.fldoe.org/schools/school-choice/virtual-edu/provider-resources/>. Click on the “More” button for an additional description of the application. Once you have found the application appropriate for you, select the “Apply” button. A window will pop up requiring you to name the organization for whom you are applying. Click the “Create Application” button to be taken to the main application page. Here you will see the organization name you just entered, unique application ID, your activity log, and a list of tasks.

Tasks

Tasks are the individual segments of the application pertaining to different required documents and information. Nearly all tasks are required as part of the application. If you come across an optional task, you do not have to complete it, but doing so will not hamper your submission. All required tasks must be marked completed before you can submit your application. When you have finished a task, be sure to click the “Mark as Complete” button at the bottom of the task. Tasks you have not started will be indicated by an empty circle with a dotted outline. Tasks you have worked on, but have not completed will be filled in halfway in green. Tasks you have marked as completed will display a solid green circle. You may complete your tasks in any order.

SurveyMonkey saves your application as you’re working on it live, but it is always a good practice to click the “Save & Continue Editing” button at the bottom of the task when you are not ready to mark it as complete.

File types accepted

You will only be able to submit Word, Excel, and PDF files where requested. Please label files in accordance with application requirements and concisely for easy review. We ask that you clearly label your files in as few characters as possible.

Submission

The “Review & Submit” button will remain greyed out and un-clickable until you have completed all required tasks. Once it turns green and you click it, you will be taken to a review page where you can do a final review of the application that you are submitting. The final “submit” button is at the bottom of this page. Do not click it until you are certain that you have uploaded and entered all information required by the application! The submission is final and we cannot reopen your application until after its first review.

First Review

The Department will review applications October 1-31.

First Notification

The Virtual Education office will notify applicants, via email, if any additional documentation is required to satisfy an application, on or around November 15th.

Round 2 – Final Submission

For those applicants who are requested to submit additional documentation, the application will open for 30 days upon being notified. When you log back in, you will only be able to complete deficient tasks. You will follow the same process as before. Once you submit your application in Round 2, no further documentation will be accepted.

Final Review & Notification of Status

The final review window runs mid-December through mid-January. Upon review completion and consensus of our reviewers, the Virtual Education office will submit a list of applicants to the Commissioner of Education suggesting those who should be approved or denied approval. The final say lies with the Commissioner of Education. After this step, a final memorandum will be sent out to applicants stating their approval or denial status. Additionally, all Florida districts will be sent a list of approved providers.