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VIP Provider Approval and Renewal Process Walk-Through

Purpose: To provide background information and to walk-through application for provider approval and renewal for the Virtual Instruction Program (VIP).

Overview of Virtual Education in Florida

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

Virtual Options Using Approved Providers:

- District VIP (full-time and part-time K-12)
- Virtual Charter schools fFull-time K-12)

The DOE approves VIP providers, not curriculum or other types of providers. Online and blended learning offered by public schools and other virtual options do not need to use approved providers.

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

- Contact information for the person with overall responsibility for the application (we will seek program contact later, if approved).

Part 1: Course Information

- Framework for responses and review of Part 2 (Compliance Requirements)
- Check appropriate items for grade levels/populations served.
- Capacity of program: How many students you will be able to serve for each year of the three-year approval period? Please provide numerical estimates.
- 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.
- File upload button: file types supported are Word (.doc and .docx), Excel (.xls and .xlsx), PowerPoint (.ppt and .pptx), Notepad (.txt), Rich-Text Format (.rtf), and Adobe Acrobat (.pdf)

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:
 - Make sure policies addressed in application questions in Part 2 are easy to locate on your disclosure website.
 - Provide average teacher: student ratios *and* teacher loads (total students assigned to a teacher). Applicants must provide information by class size bands (K-3, 4-8, 9-12) for core, elective, part-time and full-time courses.
 - 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.

Part 2:

For each question, answer text, if applicable and upload and/or provide direct web link to documentation requested.

Provider Requirements

Question 1: These policies (for students and employees) must specifically address nonsectarianism and anti-discrimination.

Question 2: A Florida administrative office is required, but applicants can also have a national office. You will need to provide address and dated documentation for the Florida administrative office.

Question 3: Submit Accreditation Certificate for the entity applying, including validity period.

Curriculum and Instruction

Question 4: 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 Programs](#) submit one checklist only.

Question 5: 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.

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 courses.

Question 6: Measure of Attainment and Progression: One paragraph per bulleted item in order of the way they appear (preferred to be in one document).

Questions 7 and 8: Related to course design to enable students to gain proficiency and an interactive learning environment, respectively.

Student Performance and Program Accountability

Question 9: 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 program 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.

Reporting Requirements

Question 10: 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.

Question 11: Addresses how applicants will ensure student confidentiality and security of student data (in collecting, transmitting, storing data).

Other Program Requirements

Question 12: Three recent audits (including notes) required.

Question 13: Student safety and technical support. Provide a narrative for each bulleted item in the question. List LMS and SIS.

Supporting Documentation

Question 1: List all states in which you have elementary or secondary virtual programs and provide the specified information for each and provide a contact for each.

Question 2: Include any and all lawsuits.

Question 3: 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.

Question 4: Summaries of *all* specified stakeholder groups and provide a link to completed reports.

Question 5: Summarize and provide links to complete reports/evaluation.

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 course provider application.

Any questions? Email us at virtualeducation@fldoe.org