



Tips for Completing A Successful Application For Supplemental Educational Services Providers

1. Create the application in a word processing program; complete the answers; check the spelling; then copy and paste the answers in the web-based application.
2. Have someone unfamiliar with your program review your responses. The answers should be clear, concise, and detailed enough to clearly describe your program. Compare the responses with the review rubric.
3. Register a user ID and password on the online submission system. Save your password in a safe place so that you can easily re-enter the system. You will receive an email confirmation of your login and password.
4. Enter a response for each required question and at least a character in the required text boxes for each section you are completing before you log off the system. Make sure you receive the response "*data saved successfully*" before exiting the online system. Once you hit final submit, make sure you get the "application submitted" confirmation on the main menu. Print a copy of the application and the confirmation for your files.
5. Do not wait until the last minute to complete the hard-copy documentation requirements. Be sure to mail or hand-deliver hard-copy documentation of the cover page, checklist of hard-copy documentation requirements, financial soundness documentation, and original signed and properly executed assurances on Attachment A: General Assurances and Attachment B: Internet Statement of Assurances to our office. We must receive these documents with original signatures by 5:00 p.m. EST on March 3, 2008, in order for the application to be reviewed for consideration of approval by the state. Please mail or hand-deliver hard-copy documentation to the Bureau of Public School Options, Florida Department of Education, 325 West Gaines Street, Suite 316, Tallahassee, FL 32399-0400.
6. Contact the districts you wish to serve. Make sure you understand the academic needs of the students in this district and talk to the district about their policies, regarding issues such as: fingerprinting, insurance requirements, contracting with teachers as tutors, facility space, etc.