



Florida Department of Education

Virtual Instruction Program Application for Provider Approval

This application form, VSP – 02, is to be completed by each Provider seeking approval to contract with school districts to participate in the Virtual Instruction Program or with virtual charter schools to provide virtual instruction services. The initial application cycle will be open for thirty-one (31) days.

To be approved, the application and all documentation must be received by **October 31**. Approval requires the Applicant to complete all the information requested in all parts of the application and a determination that the Provider meets the compliance requirements set forth in Part 2. The Department will provide the Applicant with a written decision regarding the approval or denial of the application no later than forty-five (45) days after the deadline.

If the application is denied, the Applicant will receive written notification identifying the specific areas of deficiency. The Applicant shall have forty-five (45) calendar days after receipt of the notice of denial to resolve any outstanding issues, and resubmit its application for reconsideration. The Applicant will receive a final written notice of approval or denial.

Please submit completed online applications to <http://www.fldoe.org/Schools/virtual-schools/DistrictVIP.asp>.

Please direct your questions to VirtualEducation@fldoe.org.

Applicant/Provider Name: _____

Primary Contact Person: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____

Fax: _____

E-mail Address: _____

Signature: _____

Date Signed: _____

Part 1 – Description of Virtual Instruction Program to be Provided

Please describe the type of virtual instruction program you are applying to provide in Florida for the Virtual Instruction Program. Part 1 of this application provides a basis for evaluation in Part 2. Therefore, be sure to provide documentation in Parts 2 of the application to support your ability to offer the type of program described in Part 1.

Type of Program: ___ Full-time
 ___ Part-time
 ___ Other – Specify: _____

Grades levels to be served: ___ K ___ 7
(check all that apply) ___ 1 ___ 8
 ___ 2 ___ 9
 ___ 3 ___ 10
 ___ 4 ___ 11
 ___ 5 ___ 12
 ___ 6

Target population: ___ All students
(check all that apply) ___ Dropout Prevention/Academic Intervention
 ___ Credit Recovery
 ___ Vocational/Career Education
 ___ Juvenile Justice
 ___ English Language Learner (ELL)
 ___ Exceptional Student (ESE) – Specify _____
 ___ Academically Talented/Gifted
 ___ Other – Specify: _____

Capacity of Program in terms of the number of full-time equivalent students that could be served for each year:
Year 1 _____ Year 2 _____ Year 3 _____

Mission Statement: _____

List of Florida courses to be offered or URL to course directory (include course code numbers and titles from the Florida Course Code Directory at <http://www.fldoe.org/articulation/CCD>).

Section 1006.281, F.S., requires that each school district Learning Management System (LMS), or Local Instructional Improvement System (LIIS), meet minimum standards for features and functionality to meet Florida's vision of a student-centered environment (<http://www.fldoe.org/arra/LIISMS.asp>).

Learning Management System (LMS): _____

Check all that apply

- Interoperability with school district LIIS minimum standards _____
- Proprietary to program _____
- Sharable Content Object Reference Model (SCORM) Compliant _____
- Requires an LMS _____

Does the LMS allow districts to monitor student progress? Yes ____ No ____

Student Information System used: _____

Type of technology and Internet access to be provided, when appropriate, to each full-time student:

Online Teacher Requirements:

- minimum hiring criteria (academic credentials, certifications, teaching experience, other)
- demonstrated competencies in online instruction and learning technologies (please list competencies assessed)
- initial and ongoing professional development (please list required and optional professional development activities, both education-related and skills-based)
- type and frequency of teacher evaluations and percent of evaluation based on student performance

Section 1002.45, F.S., requires the Provider to publish, for the general public, and as part of this application and any subsequent applications or contracts with school districts, the following information:

- Information and data about the curriculum of each full-time and part-time program. Please include, at minimum, the source or origin of curriculum and course content, specific research and best practice used in design, the basis for and frequency of revisions, research related to effectiveness of curriculum, evidence that content and assessments are accurate and free of bias, accessibility for students with disabilities, availability of multi-lingual materials, NCAA approval status for each applicable high school course offered.
- All school policies and procedures. To address specific questions in this application, please provide policies and procedures related to the following topics in an easy-to-find location on this disclosure website so they can be reviewed: non-sectarian, anti-discrimination, teacher responsibilities, parental responsibilities, teacher-student interaction, teacher-parent interaction, academic integrity, student eligibility, state assessment requirements, attendance and participation requirements.
- Certification status and physical location (state of residence) of all administrative and instructional personnel, to include state certification(s), highly-qualified status, out-of-field, National Board certified, ESOL-endorsed or similar credential in other state, and reading-endorsed or similar credential in other state.
- Hours and availability of instructional personnel.
- Student-teacher ratios (average by level - elementary, middle and high - and for core and elective courses).
- Student completions (percent completions and percent successful completions) and promotion rates in total and by subgroup*.
- Student, educator, and school performance accountability outcomes of your virtual program/school. Please include, at minimum, student standardized assessment results in total and by subgroup* (also provide name of assessment), percent of teacher evaluations based on student performance, percent of teachers in previous years with satisfactory evaluations, teacher/staff turnover rates (new hires divided by total), school grades and AYP, if applicable, other school/program ratings, dropout rates, graduation rates.

*Subgroups to include students from major racial and ethnic groups, economically disadvantaged students, students with disabilities, and students with limited English proficiency.

Provide the link(s) to where this required disclosure information is prominently displayed on your website:

Part 2 – Verification of Provider Compliance Requirements

For each question in Part 2 of the application, the Applicant must indicate compliance or non-compliance with the statutory requirement and provide any additional information requested. The Applicant must provide documentation to support responses for each question. Applications without requested documentation will not be considered for approval.

PROVIDER REQUIREMENTS

1. The Provider is nonsectarian in its programs, admissions policies, employment practices, and operations as specified in Section 1002.45, Florida Statutes.

Please indicate whether your virtual instruction program meets this requirement.

Meets **Does Not Meet**

Documentation to Support Provider Compliance: formally adopted written policies and procedures (provide guidance to specific policies posted on your disclosure website identified in Part 1 of the application).

2. The Provider locates an administrative office or offices in Florida as specified in Section 1002.45, Florida Statutes.

Please indicate whether your virtual instruction program meets this requirement.

Meets **Does Not Meet**

Enter Office Address:

Documentation to Support Provider Compliance: dated documents showing address of Florida Office(s), e.g., copy of current utility bill, dated lease document.

3. The Provider is accredited by the K-12 section of one of the federally-recognized, regional accrediting agencies, or their assigns, specified in State Board of Education Rule 6A-6.0981, Florida Administrative Code.

AdvancED
 Middle States Association of Colleges and Schools Commission on Elementary Schools and Commission on Secondary Schools
 New England Association of Schools and Colleges
 Northwest Accreditation Commission
 Western Association of Schools and Colleges

Please indicate whether your virtual instruction program meets this requirement.

Meets **Does Not Meet**

Documentation to Support Provider Compliance: Accreditation certificate confirming accreditation and dates of validity.

STAFF REQUIREMENTS

4. All instructional staff are Florida-certified teachers under Chapter 1012, Florida Statutes.

Please indicate whether your virtual instruction program meets this requirement.

_____ **Meets** _____ **Does Not Meet**

Documentation to Support Provider Compliance: signed assurance the Provider will only hire Florida-certified teachers (use assurance form link following this Part of the application); if approved and upon implementation, teacher course records submitted to the DOE database will include the information necessary to verify compliance for maintaining approval.

5. Florida administrative staff are Florida residents as specified in Section 1002.45, Florida Statutes.

Please indicate whether your virtual instruction program meets this requirement.

_____ **Meets** _____ **Does Not Meet**

Documentation to Support Provider Compliance: List of administrative staff to include employee name, title, Florida county of residence, how documented.

6. The Provider's employment practices comply with anti-discrimination provisions of Section 1000.05, Florida Statutes.

Please indicate whether your virtual instruction program meets this requirement.

_____ **Meets** _____ **Does Not Meet**

Documentation to Support Provider Compliance: specific employment policies and practices related to anti-discrimination provisions (provide guidance on where this information is located on the required disclosure website specified in Part 1 of the application).

CURRICULUM AND INSTRUCTION

7. The Provider ensures instructional and curricular quality through a detailed curriculum and student performance accountability plan that addresses every subject and grade level it intends to provide.

- Courses and programs that meet the iNACOL Standards for K-12 Online Learning and the Southern Regional Education Board.
- Instructional content and services that align with, and measure student attainment of, student proficiency in Florida's currently adopted state standards.
- Mechanisms that determine and ensure that a student has satisfied requirements for grade level promotion and high school graduation with a standard diploma.

Please indicate whether your virtual instruction program meets this requirement.

_____ **Meets** _____ **Does Not Meet**

Documentation to Support Provider Compliance: Please upload the curriculum and student performance accountability plan required in Section 1002.45(2)6., F.S. This plan should include the following items in the order presented below.

- *A completed checklist indicating the virtual instruction program to be offered meets the iNACOL National Standards of Quality for Online Programs. Please provide comments or evidence to support your answers. The standards can be downloaded at: <http://www.inacol.org/research/nationalstandards/>*
- *A completed checklist indicating the virtual Provider's online teaching and instruction meets the iNACOL National Standards of Quality for Online Teaching. Please provide comments or evidence to support your answers. The standards can be downloaded at: <http://www.inacol.org/research/nationalstandards/>*
- *A description of the methodology used to align the virtual Provider's curriculum with Florida's current state standards and benchmarks (a word search alignment is not acceptable—maximum one-half page).*
- *For each virtual course:*
 - *A completed checklist for the iNACOL National Standards of Quality for Online Courses requirements. Please provide comments or evidence to support your answers. The standards can be downloaded at: <http://www.inacol.org/research/nationalstandards/>*
 - *A completed Florida online course alignment document – sample provided*
- *A description of the various methods used to measure student attainment of Florida's current state standards/benchmarks and to ensure progression/promotion and graduation requirements are met. At minimum, please address each of the following (one paragraph per bulleted item):*
 - *Use of formative and interim assessments to provide feedback to students and teachers, to modify curriculum and monitor student progress. Please include documentation to show assessment tools used to inform and guide instruction are valid (measure what students are expected to know) and reliable (consistent for students at the same level of knowledge and understanding)*
 - *Use of Multi-tiered System of Student Supports/Response to Intervention (MTSS/RtI) to assist students who do not meet expected levels of achievement*
 - *Assistance for students scoring at levels 1 and 2 on the FCAT (including the requirement for intensive reading in ss. 1003.428 and 1003.4156, F.S.)*
 - *Compliance with third grade retention requirements (s. 1003.4156, F.S.)*
 - *Ensure middle school students have opportunity to meet middle school promotion requirements (s. 1003.4156, F.S.)*
 - *Ensure high school students have opportunity to satisfy Florida graduation requirements (s. 1003.428, F.S.)*
 - *Provision of curriculum activities and assessments based on Universal Design in Learning (UDL) framework, supporting flexibility in representation, expression, and engagement*
 - *Inclusion of Section 508 compliant (Americans with Disabilities Act) materials for students with disabilities*
 - *Availability of multi-lingual materials and resources*

- *Please provide the name, title/position, company or organization, and relevant job experience and credentials of the person verifying your course alignment to current state and iNACOL national course standards.*

Name: _____

Title/Position: _____

Credentials (Florida certification; other certifications, licenses, endorsements; degrees, etc.): _____

Relevant Job Experience (Florida educational experience; online educational experience; other related educational experience): _____

8. The Provider offers virtual instruction designed to enable students to gain proficiency in each virtually delivered course of study as specified in Section 1002.45, Florida Statutes.

Provide a narrative (one paragraph per bullet) describing how instruction:

- Has clearly stated and attainable educational goals
- Allows teacher to adapt instruction to meet learner needs
- Accommodates different learning styles
- Provides flexible scheduling and pacing to meet individual student needs
- Provides multiple learning paths to master the content based on student needs and in demonstrating mastery
- Ensures targeted and timely feedback to students and parents
- Allows students to take responsibility for their own learning and progress
- Incorporates 21st century, transliteracy, and critical thinking skills

Please indicate whether your virtual instruction program meets this requirement.

_____ **Meets** _____ **Does Not Meet**

Documentation to support Provider compliance: provide guidance to indicate where policies and procedures related to above topics are located on the required disclosure website specified in Part 1 of the application; other documentation to support the above descriptions.

9. The virtual instruction takes place in an interactive environment in which the teacher and student are separated by time, space, or both.

Describe the following bulleted items in the order they appear:

- Synchronous and asynchronous methods of student-teacher interaction
- Required type and frequency of teacher/student interaction
- Procedures for monitoring and tracking teacher/student interactions
- Required type and frequency of teacher/parent interaction
- Opportunities for student/student interaction
- Methods for and frequency of teacher observations
- How student progress is monitored, how often, and by whom
- How teacher verifies authenticity of student work

Please indicate whether your virtual instruction program meets this requirement.

_____ **Meets** _____ **Does Not Meet**

Documentation to support Provider Compliance: policies directing teacher-student, teacher-parent and student-student interaction (provide guidance on where this information is located on the required disclosure website specified in Part 1 of the application); summary data or reports tracking teacher-student and teacher-parent interactions; academic integrity policies and procedures, policies related to requirements and roles of parents for supervision and instruction.

Upon request, the Applicant will provide access to the Department of Education to provide a virtual WALK-THROUGH of a course during review phase of application process.

Please provide a link or information on how to access your virtual course walk-through:

STUDENT ELIGIBILITY, ATTENDANCE AND PARTICIPATION REQUIREMENTS

10. Admission and enrollment policies and procedures comply with anti-discrimination provisions of Section 1000.05, Florida Statutes.

Please indicate whether your virtual instruction program meets this requirement.

Meets **Does Not Meet**

Documentation to Support Provider Compliance: provide guidance to admission and enrollment policies and procedures related to non-discrimination on required disclosure website specified in Part 1 of the application.

11. Admission and enrollment policies and procedures comply with student eligibility requirements specified in Section 1002.455, Florida Statutes.

Please indicate whether your virtual instruction program meets this requirement.

Meets **Does Not Meet**

Documentation to Support Provider Compliance: provide guidance on location of admission and enrollment policies and procedures related to student eligibility on required disclosure website specified in Part 1 of the application.

12. The Provider monitors student attendance, participation, and performance to ensure students meet compulsory attendance requirements and are making progress toward successful completion of the course or program as specified in Section 1002.45, Florida Statutes.

Please indicate whether your virtual instruction program meets this requirement.

Meets **Does Not Meet**

Documentation to Support Provider Compliance: provide guidance to location of policies for recording, monitoring, and reporting student attendance, participation, and performance on required disclosure website specified in Part 1 of the application; sample summary reports or templates documenting attendance, participation, and performance; signed assurance Provider

will provide this information to districts as required by the district to meet state reporting requirements.

STUDENT PERFORMANCE AND PROGRAM ACCOUNTABILITY

13. The Provider ensures full-time student participation in statewide assessment program as required by Section 1002.45, Florida Statutes.

Please indicate whether your virtual instruction program meets this requirement.

_____ **Meets** _____ **Does Not Meet**

Documentation to Support Provider Compliance: past student participation rates on state or other standardized assessments; provide guidance to location of written policies and procedures related to participation in state testing on required disclosure website specified in Part 1 of the application; parental notification of testing requirements (how and when); signed assurance that Provider will adhere to state testing requirements.

14. The Provider possesses prior successful experience as demonstrated by quantified student learning gains in every subject area and grade level included in their virtual instruction program.

Please indicate whether your virtual instruction program meets this requirement.

_____ **Meets** _____ **Does Not Meet**

Documentation to Support Provider Compliance: Quantified student learning gains for every subject area and grade level included in Provider’s virtual instruction program. Please include the name of the assessments or tools used to measure learning gains and evidence that they provide reliable and valid results. Provide guidance to location of student and school performance accountability outcomes on required disclosure website specified in Part 1 of the application.

REPORTING REQUIREMENTS

15. The Provider has the capacity to meet all reporting requirements to comply with state funding, information and accountability requirements in Florida Statutes.

Please indicate whether your virtual instruction program meets this requirement.

_____ **Meets** _____ **Does Not Meet**

Documentation to Support Provider Compliance: Description of expertise and resources to meet the reporting requirements to include information on technical training or experience in managing and reporting large volumes of information and the allocation of staff and other resources for comprehensive data reporting activities; ability to comply with Florida’s database reporting requirements – specifically address requirements delineated at www.fldoe.org/eias/dataweb/download.asp – pursuant to State Board of Education Rule 6A-1.0014, F.A.C.

16. The Provider's data management systems ensure all student information remains confidential, as required by the Family Educational Rights and Privacy Act (FERPA) [s. 1002.221, F.S.].

Please indicate whether your virtual instruction program meets this requirement.

_____ **Meets** _____ **Does Not Meet**

Documentation to Support Provider Compliance: Description of measures taken to ensure the confidentiality and security of all student data to include collecting, storing and transmitting data.

OTHER PROGRAM REQUIREMENTS

Section 1002.45(2), F.S., requires the Provider's virtual program to meet the iNACOL Standards for Quality Online Programs.

17. A quality online program has adequate financial and material resources to accomplish the mission of the organization and to provide a quality online program for students. These resources are appropriately planned for and expended using sound business practices.

Please indicate whether your virtual instruction program meets this requirement.

_____ **Meets** _____ **Does Not Meet**

Documentation to Support Provider Compliance: Independent audit findings and/or other externally validated summary financial information to document financial stability and sound business practices.

18. A quality online program has adequate technology infrastructure and capacity and provides sufficient technical support to ensure a safe, stable and high-quality online learning environment.

Provide a one-paragraph narrative for each bulleted item below to demonstrate adequate infrastructure/capacity, safety and technical support:

- System availability and reliability—hours/days when system is available, % down time, fault tolerance and redundant capabilities to ensure system availability; off-site backup for student data and other critical information; protection from viruses, hackers
- Student and Internet Safety—protection from predators and other system resources to promote student and Internet safety
- Technical support for students, teachers, school staff and parents—training provided for LMS and use of technology, types of technical assistance provided, methods of obtaining technical assistance, hours/days technical support is available; staffing levels for technical support; most frequent requests for assistance; average response time

Please indicate whether your virtual instruction program meets this requirement.

_____ **Meets** _____ **Does Not Meet**

Documentation to Support Provider Compliance: provide guidance to policies and procedures related to the above items included on the required disclosure website specified in Part 1 of the application.

Supporting Documentation of Experience in Providing Virtual Instruction

This part of the application requests additional information related to your experience in providing virtual instruction programs to support responses given in Part 2 of the application. The responses in this part of the application may provide support for multiple items in Part 2.

1. Overall, how many years of experience does the Provider have in providing virtual instruction or online learning to students in grades K-12?

- Less than one year
- 1-3 years
- 4-6 years
- 7 or more years

Virtual instruction experience at other levels of education:

years at _____ level

2. Please list all states in which Provider has operated elementary or secondary virtual instruction programs. If the Provider has a national virtual school in which students enroll independently (not through a state or district program), please include this on your list and address last three bullets below. For each state:
 - list the state/district/private programs within the state (include primary state, district, or private program contact)
 - designate whether each program was full or part-time
 - designate whether each program was public or private
 - list dates of operation (if the program is no longer operating, please list specific reasons why the program ended)
3. Have you been involved in any lawsuits or litigations related to providing virtual instruction programs? If so, include a summary and the results.
4. Please provide at least three references with contact information from those knowledgeable about the pedagogical and technical strengths of your virtual instruction program or courses.
5. Please provide a summary of stakeholder satisfaction survey results (parents, students, and teachers) with links or addresses (required) to obtain copies of the complete survey results.
6. List and summarize any external evaluations, reviews and/or reports related to the Applicant's virtual instruction program. Please provide links and/or addresses (required) to obtain the complete documents.
7. The Provider may provide other documentation to support responses to application questions, such as, awards or recognitions received (name, description, and dates), and testimonials.