

Virtual Instruction Program Provider Approval and Renewal Process Walk-Through

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

Background: Each school district in Florida offers at least one full-time and part-time VIP option for students in grades Kindergarten-12. Districts may contract with an approved virtual program provider or run their own district-operated virtual instruction program. Districts who contract to use approved provider teachers will use the school code 7001. When districts use their own teachers to teach an approved provider's curriculum, they will use school code 7023. Approved providers receive a unique three digit code from the Florida Department of Education (FDOE).

[Florida's Public Virtual Education Options Chart](#) – PDF

The FDOE 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.

Virtual private schools who wish to become an approved VIP, will not receive a unique school code or be viewed as a virtual private school. They will observe 1002.45, Florida Statutes, and use school code 7001 when contracting with districts.

The intent of these approval applications is to vet private providers on behalf of the districts in Florida. This vetting process ensures that these providers meet all required Florida standards and obligations laid out in Florida Statute.

The application cycle runs once a year and takes six to seven months to finalize and notify districts of approved providers. Approval begins with the following school year.

Timeline

Registration window (August 15- September 30)

First application window – Round 1 (September 1-30)

First FDOE Review and Decision (October 1- November 15)

Final application window – Round 2 (30 days after applicants are notified)

Final Department review and decision (February or until all information is thoroughly reviewed)

Application Overview

Applications are submitted electronically online via SurveyMonkey Apply.

Part 1: Description of Virtual Instruction Program – Describe the type of program: grades served, population served, capacity, and courses to be approved. The list of courses must be Florida courses (*always use Florida course codes and titles*)

Disclosure Requirements – must be posted in a prominent location on the provider’s website

Part 2: Provider and Course Requirements – courses must meet Florida standards and benchmarks

Supporting Documentation – various documents to support the quality of the program

Assurances – date and signature required

The application must be complete and saved by 11:59 pm on September 30. Make sure you have answered all required questions and that the Assurance Form is signed.

Each application stands on its own, applications are not ranked or scored. Applicants must meet all requirements to be approved. We recommend each section of the application is completed and answered by your experts in that particular area. The reviewers are assigned to teams that are made up of experts in the different subject areas of the application and they will only review their specific area(s). Reviewers do not see or review the application in its entirety.

Teams will meet after their reviews are complete in order to come to a consensus on whether an application has met the application requirements, or if further documentation is required. Applicants will have a second chance to submit any supplemental documentation in round two.

Walkthrough

*Functionality and navigation assistance document for SurveyMonkey Apply can be found at:
<https://www.fldoe.org/core/fileparse.php/18518/urlt/TipsFillingOutApp.pdf>

Cover Page

Contact information for the organization seeking approval and the primary contact in regards to the application. We will use this information to contact the applicant with any questions the virtual education office may have during the application process. Please submit additional contacts, not related to the application submission process, via email at virtualeducation@fldoe.org.

Part 1 – Description of Virtual Program

Course Information

This is the basis of the program to be considered for approval. Applicants must designate what student populations they will serve, grade levels, and the capacity of the program in terms of how many students that can be served over the three year approval period.

Submit a list of the courses to be considered for approval. They must be found in the Florida Course Code Directory and labeled correctly: Florida course code and title. Full-time programs must offer the minimum courses required for grade promotion and graduation.

Disclosure Requirements

The disclosure website must be posted in a prominent location on the applicant’s website home page. An example location is within the footer area of the organization’s home page. All information requested in the disclosure requirements section must be located on the disclosures webpage and be publicly accessible. The page may not be located behind a login or similar barrier to public viewing.

This webpage will need to be updated yearly as new data is made available to the applicant or if changes such as staffing or certification updates occur.

Failure to publicly post any of the required elements will result in approval denial.

Parent and Student Information Requirements

Answer the bulleted items in this section by submitting one document with the requested information. This information must be posted online for parent and student access.

Part 2 – Verification of Provider Compliance Requirements

Provider Requirements

Question 1 – A direct link shall be submitted to the nonsectarian and antidiscrimination policies of the organization, which are to be located within the disclosure requirements webpage.

Question 2 – An administrative office must be located in Florida. The submitted address must be backed up by dated documents such as a utility bill or lease documentation.

Question 3 – A current accreditation document must be submitted. The certificate must clearly show the dates of validity.

Curriculum and Instruction

Question 4 – This section requires the applicant to fill out a self-review of their virtual program and online courses. The guidelines of this self-review are supplied by the National Standards for Quality of Online Programs and Courses (NSQ). Separate files must be submitted; one for the program itself and one for each example of an online course. The virtual education office has created two review list documents to aid the applicant in their self-review. These documents will be linked within the application and found as an additional resource on this webpage:

<https://www.fldoe.org/schools/school-choice/virtual-edu/provider-resources/>.

The self-review of online courses requires one course, per subject area, at each grade-level band to be offered (K-5, 6-8, and 9-12). Florida course codes and titles must be used in naming the files.

Example: The applicant serves high school students, full-time. Pick one Math, English, Science, Social Studies, Fine or Performing Arts, Physical Education, and Elective course within the 9-12 grade band. These are the subject areas required for high school graduation and a full-time program must offer the required amount of credits for each. Example courses for a self-review:

- English – English 2
File Name: 1001340 English2 NSQ Self-Review
- Math – Algebra 1
File Name: 1200310 Algebra1 NSQ Self-Review
- Science – Biology 1
File Name: 2000310 Biology1 NSQ Self-Review
- Social Studies – United States History
File Name: 2100310 United States History NSQ Self-Review
- Fine or Performing Arts, Speech and Debate, or Practical Arts – Speech 1
File Name: 1007300 Speech1 NSQ Self-Review
- Physical Education – Personal Fitness
File Name: 1501300 Personal Fitness NSQ Self-Review
- Elective – Spanish 1
File Name: 0708340 Spanish1 NSQ Self-Review

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 make sure the course can be offered in Florida by checking the Florida Course Code Directory.

Courses must be fully aligned to Florida standards and benchmarks to be approved, and must answer for each standard: How the standard is taught, where the standard is taught in the course, and how mastery of the standard is assessed.

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. Address each bullet item in full, within one document, where appropriate according to the grades served.

Question 7 - Provide documentation proving that the applicant's online courses enable student's to gain proficiency in a given course in the virtual environment.

Question 8 - Provide documentation explaining how teachers and students are separated by time, space, or both.

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 the 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 financial 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.

Assurances

This form must be signed and dated within the application in order to submit for review.

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