

Timeline of the Course Provider Approval Process - 2015

Key Dates:

- Registration to apply (December 15- January 31)
- First application window (January 2-31)
- Department of Education Review and Decision (February 1 – March 15)
- Second application window (30 days after applicants are notified)
- Final review and decision (May or until all information is thoroughly reviewed)

Step 1: Registration:

In order to complete an application, a prospective applicant must first register online at <http://www.fldoe.org/schools/school-choice/virtual-edu/florida-approved-online-courses.stml> to receive a username and password. Applicants may register at any time between December 15 and January 31; a username and password will be sent to the email address provided during the registration process. Applicants should register only one time. Subsequent registrations will be deleted.

Step 2: Login:

Log into the application, found at <http://www.fldoe.org/schools/school-choice/virtual-edu/florida-approved-online-courses.stml>

Step 3: First Application Window:

The application window will open on January 2 and will close on January 31.

Step 4: First DOE Review and Decision:

The department will review the application submitted from February 1 through March 15 and make a decision on whether the application is approved or if more information is needed to be considered for approval. If further information is needed, the department will notify the applicant about which areas of their application need additional information or clarification.

Step 5: Final Application Window:

A second application window will be provided to allow applicants to submit the additional information requested. The resubmission window will be open after applicants are notified and will remain open for 30 days.

Step 6: Final DOE Review and Decision:

The department will conduct its final review of additional information submitted and will make a decision on whether the applicant will be approved to be a virtual instruction provider.

Step 7: Notification of Approval/Denial:

The department will send out approval/denial letters to all applicants who submitted information for the second review and will post a list of approved course providers on the Virtual Education website provided in Step 2.

Please Note: The course provider approval in 2015-16 will run the same schedule as the program provider approval with registration beginning in mid-August 2015 and the application window opening on September 1.