Online Course Provider
Application Process Walk-Through

Purpose: To provide background information and to walk-through the application process for provider approval for the Online Course Provider.

Background: The application forms VSP-03, VSP-04, and VSP-05 are to be completed by each individual or provider seeking approval to offer online courses in Florida, which are found in the Florida Course Code Directory. Districts would use school code 7006 when they contract with an approved provider under the district virtual course offerings description. 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 Online Course 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.

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 approximately six 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 courses to be offered – Describe the type of services offered: grades served, population served, 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.

Florida Statute and Rule

Online Course Provider Approval Rule (6A-6.0982, F.A.C.)

Florida Approved Courses and Tests (FACT) Initiative (Section 1003.499,F.S.)

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 provider to be considered for approval. Applicants must designate what student populations they will serve and grade levels.

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.

Curriculum and Instruction

Question 2 – This section requires the applicant to fill out a self-review of their online courses. The guidelines of this self-review are supplied by the National Standards for Quality (NSQ). The virtual education office has created a document to aid the applicant in their self-review. This document 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 example per subject area. Florida course codes and titles must be used in naming the files.

Example: The applicant serves high school students in all subject areas. Pick one Math, English, Science, Social Studies, Fine or Performing Arts, Physical Education, and Elective course within the 9-12 grade band. 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 3 - 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.

Question 4 – Mechanisms are in place to ensure attainment and progression for successful course completion. Address each bullet item in full, within one document, where appropriate according to the grades served.

<u>**Student Performance and Program Accountability**</u>

Question 5 - 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.

<u>**Reporting Requirements**</u>

Question 6 - 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 7 - Addresses how applicants will ensure student confidentiality and security of student data (in collecting, transmitting, storing data).

<u>**Supporting Documentation**</u>

Question 1 - 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 2 - Summaries of *all* specified stakeholder groups and provide a link to completed reports.

<u>**Assurances**</u>

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