



# Florida Department of Education

## Online Course Provider

### Approval Application

This application form, VSP-03, is to be completed by each Individual or Provider (Applicant) seeking approval to offer Florida Approved Courses which shall be listed in the online catalog pursuant to Section 1003.499, Florida Statutes (F.S.).

To be approved, the application and all documentation must be received by September 30 of each year. 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. Incomplete applications will not be reviewed. The Florida Department of Education (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 thirty (30) 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.

Direct your questions to: [VirtualEducation@fldoe.org](mailto:VirtualEducation@fldoe.org).

Applicant/Provider Name: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **Part 1 – Description of Courses**

Grade levels to be served (check all that apply):

K  1  2  3  4  5  6  7  8  9  10  11  12

Target population (check all that apply):

- All Students
- Dropout Prevention/Academic Intervention
- Credit Recovery
- Career and Technical Education
- Juvenile Justice
- English Language Learner (ELL)
- Exceptional Student (ESE) – Specify \_\_\_\_\_
- Academically Talented/Gifted
- Other – Specify \_\_\_\_\_

Florida schools are required to use the Florida Course Code Directory (CCD) when determining course offerings and all official student records must list the course code numbers and titles from the CCD. The CCD is available at <http://www.fldoe.org/policy/articulation/ccd/>.

*Provide a list of course code numbers and titles of courses to be offered.*

## **Disclosure Requirements**

In accordance with s. 1003.499(3)(a)7., F.S., the Applicant shall publish the following in a prominent location on its website available to the general public. All contracts for the provision of a Florida Approved Course under s. 1003.499, F.S., shall require the Applicant to comply with the disclosure requirements herein.

- Certification status and physical location (state of residence) of all administrative and instructional personnel.
- Hours and times of availability of instructional personnel.
- Average student-teacher ratios are to be calculated for each course. Teacher load (the total number of students assigned to a teacher) must also be provided. Student completion and successful completion rates. Student completion rate calculations are to include all students who are enrolled in the course for more than fourteen (14) calendar days.
- Student, teacher, and course performance accountability outcomes. Student and course performance accountability outcomes are to include aggregate student assessment results on course-related statewide standardized assessments or other applicable standardized assessments, if any. Teacher performance accountability outcomes are to include information regarding the percent of an educator's evaluation that includes student performance results. All disclosures of student performance data must comply with ss. 1002.22 and 1002.221, F.S., by avoiding the disclosure of personally identifiable student information. Assessment data for less than ten (10) students must be redacted to prevent disclosure of identifiable student information.

*Provide the link to where this required disclosure information is prominently displayed on your website: (i.e., the footer of your organization's main webpage).*

## **Parent and Student Information Requirements**

S. 1003.499(3)(a)4., F.S., requires the Applicant to provide to parents and students the following information electronically for each course.

- How to contact the instructor via phone, email, or online messaging tools.
- How to contact technical support via phone, email, or online messaging tools.
- How to contact the administrative office or an individual offering online courses, via telephone, email, or online messaging tools.
- Any requirement for regular contact with the instructor for the course and clear expectations for meeting the requirement.

*Provide one document that addresses the bullets listed above.*

## **Part 2 – Verification of Compliance Requirements**

### **Nonsectarian/Anti-Discrimination**

1. The Applicant is nonsectarian and complies with anti-discrimination provisions regarding courses, enrollment policies, employment practices, and operations as specified in ss. 1003.499(3)(a)1. and 1000.05, F.S., respectively.

*Provide direct link to specific nonsectarian and anti-discrimination policies for your programs, admissions, employment practices, and operations posted on your disclosure website identified in Part 1 of the application.*

### **Curriculum and Instruction**

2. The Applicant ensures courses meet the National Standards for Quality (NSQ), formerly provided by the International Standards of Quality for Online Courses (iNACOL).
  - Submit a completed review from the National Standards of Quality for Online Courses booklet for one course per subject area at each grade-level band (K-5, 6-8, and 9-12). Evidence to demonstrate the course meets NSQ must be included for each section of state academic standards and benchmarks in the review. File names for NSQ documents must include Florida course codes and titles (e.g., NSQ.1200310.Algebra1). The booklet can be downloaded at [Quality Online Courses | National Standards for Quality Online Learning \(nsgol.org\)](https://www.nsgol.org).

*Provide the review requested above.*

3. The Applicant ensures instructional content and service that align with, and measure student attainment of, student mastery of Florida’s currently adopted state academic standards. Courses must address bullets below where applicable.
  - Provide evidence that all academic standards and benchmarks within each course are included in course submissions. Current course descriptions can be found at [www.CPALMS.org](http://www.CPALMS.org).
  - The ELA Expectations (EE) standards must be embedded throughout the instruction of all K-12 general education courses.
  - The Mathematical Thinking and Reasoning Standards (MTRs) must be embedded throughout instruction of all K-12 general education courses, excluding only the ELA K-12 courses.
  - All submissions must include a spreadsheet (document) that shows when and how the academic standards and benchmarks are taught within the course. Additionally,

the spreadsheet must include how students will show evidence of understanding (formative and summative assessments) for the academic standards and benchmarks.

Example:

Unit of Instruction/ Lesson	State Academic Standards and benchmarks taught/addressed/ embedded	How the unit or lesson will be taught (Link to materials, including activities)	How the unit or lesson will be assessed (Link to materials, including activities)
Unit 1	Benchmark 1 Benchmark 2 Include appropriate MTRs and EEs		

- All submissions must include links to lessons, labs, assessments and activities for review by content experts.
- All submissions must be aligned to s. 1003.42, F.S. and [Rule 6A-1.094124, Florida Administrative Code \(F.A.C.\)](#), Required Instruction Planning and Reporting.
- For the course for which the program is submitted, the program must include evidence of alignment to the Every Student Succeeds Act (ESSA) Level 1 (strong), 2 (moderate), or 3 (promising).
- For the course for which the program is submitted, the program must include evidence of the inclusion of tiered instruction through a Multi-Tiered System of Supports (MTSS), providing access for all students including English Language Learners (ELLs) and Students with Disabilities (SWD).
- For Career and Technical Education courses, frameworks can be found here: <https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/>.
- File names for alignment documents must include the Florida course code and title as specified in the most current Course Code Directory located at <https://www.fldoe.org/policy/articulation/ccd/>.
- For Advanced Placement (AP) courses, in lieu of course alignment documents, please provide evidence the course has been approved by the College Board and is included in the most current AP Ledger. For all other non-AP advanced courses (e.g., IB, AICE) follow the guidelines of the accrediting organization.
- Additional Resources for curriculum alignment can be found at <https://www.fldoe.org/schools/school-choice/virtual-edu/provider-resources/>.
- **Upload all course documents by subject and within subject, by grade level.**

*Provide documentation to support compliance for each course the Applicant proposes to offer.*

4. The Applicant has mechanisms in place that determine and ensure that a student has satisfied requirements for successful course completion.
- Use of formative and interim assessments to provide feedback to students and teachers, to modify curriculum and monitor student progress. 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).
  - Curriculum development to include activities and assessments based on principles that gives students opportunities to learn, supporting flexibility in representation, expression, and engagement.
  - Use of electronic and information technology accessible for students with disabilities.
  - Use of strategies to ensure comprehensible instruction for students with limited English proficiency.

*Provide one document that addresses the bullets listed above.*

### **Student Performance and Program Accountability**

5. The Applicant possesses prior successful experience offering online courses to elementary, middle, or high school students as demonstrated by quantified student learning gains or student growth in each subject area and grade level provided for consideration.

*Provide quantified learning gains or student growth in each subject area and grade level, as follows:*

- At least two years of cohort data from a state-administered summative assessment approved to meet federal (e.g., ESSA) accountability requirements;

For course subjects not addressed by state assessments:

- At least two years of cohort data from a nationally standardized summative achievement test; or

At minimum, Applicant must provide data from either bullet above in language arts/reading and mathematics. The following evidence of learning gains must be submitted for all other subject areas and grade levels:

- At least two years of cohort data from teacher developed End-of-Course assessments or semester examinations; or
- At least two years of cohort data from pre- and post-assessments delivered for a course or program, which assessment is not covered under another category.

Cohort data shall include: The number of students enrolled, the number of students tested, the percentage of students tested, and performance results over the cohort period specified in the categories above. Student performance data are to be aggregated by subject area and grade level. The cohort period shall comprise the most recent data available. The cohort shall include all students in the subject area and grade level under review. Any definitions or materials needed to comprehend the assessment results must be provided.

### **Reporting Requirements**

6. The Applicant has the capacity to meet all reporting requirements to comply with state funding, information and accountability requirements in Florida Statutes.
  - Description of knowledge and expertise related to Florida’s data reporting requirements;
  - Ability to comply with Florida’s data reporting requirements – specifically address requirements delineated at <https://www.fldoe.org/accountability/data-sys/database-manuals-updates/> – pursuant to State Board of Education Rule 6A-1.0014, F.A.C.

*Provide one document that addresses the bullets listed above.*

7. The Applicant’s data management systems ensure all student information remains confidential, as required by the Family Educational Rights and Privacy Act (FERPA) and s. 1002.22, F.S.

*Provide a description of measures taken to ensure the confidentiality and security of all student data to include collecting, storing and transmitting data.*

## **Supporting Documentation**

- Provide at least three references with contact information from those knowledgeable about the pedagogical and technical strengths of your virtual instruction program or courses.
- Provide a summary of stakeholder satisfaction survey results (students and teachers) with links or addresses (required) to obtain copies of the complete survey results.

*Provide documentation that addresses the bullets listed above.*



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**Assurances**

1. The Applicant will provide each course covered by the application in accordance with all applicable federal and state laws, rules, statutes and regulations.
2. The Applicant will only hire Florida-certified instructional personnel under Chapter 1012, F.S., or adjunct educators certified under s. 1012.57, F.S.
3. The Applicant will ensure all employees and contracted personnel will undergo background screening as required by s. 1012.32, F.S., using state and national criminal history records and the Applicant will provide a list of employees to each school district contracting with the applicant for verification of compliance.
4. All curriculum and course content is aligned with Florida's currently adopted state academic standards under s. 1003.41, F.S.
5. All of the Applicant's Advanced Placement courses have been approved by the College Board's AP Course Audit and are included in the current AP Ledger and Florida's Course Code Directory (State Board of Education Rule 6A-1.09441, F.A.C.). All of the Applicant's other accelerated course offerings have been validated by the appropriate program organization.
6. The Applicant retains responsibility for the quality and content of courses it offers, including courses revised after time of application whether developed by Applicant or acquired via third-party contractual agreements, partnerships or other agreements related to the content or delivery of online courses.
7. The Applicant's web systems meet conformance level "A" of the [World Wide Web Consortium's Web Accessibility Initiative \(WAI\) Web Content Accessibility Guidelines \(WCAG\) 2.0](#), pursuant to the requirements of NSQ.
8. The Applicant will adhere to requirements for student participation in state assessment tests as specified in s. 1003.499(3)(b), F.S. The Applicant assures that non-state level end-of-course examinations cover Florida course standards and benchmarks.

9. The Applicant will provide student, teacher and course data to school districts for timely submission of the required record formats to the Department. This includes, but is not limited to, correct student IDs, course titles, and course numbers, as defined in the Department Data Elements (<http://www.fldoe.org/accountability/data-sys/database-manuals-updates/>), pursuant to State Board of Education Rule 6A-1.0014, F.A.C.
  
10. The Applicant agrees to inform the Department’s Virtual Education Office in writing of any substantial changes to its virtual courses. For purposes of this paragraph, a change is substantial if the content of the application by which the courses were approved has become obsolete due to the proposed change.

I certify that the Applicant will adhere to each of the assurances contained in this application for approval as a course provider. I further certify all responses to this application are true and accurate representations of the Applicant’s compliance with s. 1003.499, F.S.

\_\_\_\_\_      \_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_\_  
Signature    Date Signed    Telephone Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title