



## Florida Department of Education

### Application for Currently Approved Online Course Provider

This application form is to be completed by each Individual/Provider 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 the deadlines. 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 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.

Submit completed online applications: <https://floridacourseprovider.fluidreview.com>

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

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

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

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

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

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

Telephone: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

## **Part 1 – Requirements**

### **Course Information**

Provide the following information about the course(s) you would like to offer:

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

<input type="checkbox"/>	K	<input type="checkbox"/>	7
<input type="checkbox"/>	1	<input type="checkbox"/>	8
<input type="checkbox"/>	2	<input type="checkbox"/>	9
<input type="checkbox"/>	3	<input type="checkbox"/>	10
<input type="checkbox"/>	4	<input type="checkbox"/>	11
<input type="checkbox"/>	5	<input type="checkbox"/>	12
<input type="checkbox"/>	6		

Target population:  
(check all that apply)

<input type="checkbox"/>	All students
<input type="checkbox"/>	Dropout Prevention/Academic Intervention
<input type="checkbox"/>	Credit Recovery
<input type="checkbox"/>	Vocational/Career Education
<input type="checkbox"/>	Juvenile Justice
<input type="checkbox"/>	English Language Learner (ELL)
<input type="checkbox"/>	Exceptional Student (ESE) – Specify: _____
<input type="checkbox"/>	Academically Talented/Gifted
<input type="checkbox"/>	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 [www.fldoe.org/policy/articulation/CCD](http://www.fldoe.org/policy/articulation/CCD).

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

For each question in Part 2 of the application, the Applicant must provide the information requested and documentation to support compliance for each requirement. Applications without requested information and documentation will not be considered for approval.

### **Curriculum and Instruction**

1. The Provider ensures instructional content and service that align with and measure student attainment of student proficiency in Florida’s currently adopted state standards.

*Upload documentation to support Provider compliance by subject area for each course the Provider proposes to offer:*

- *A completed Florida online course alignment document that includes all of the standards/benchmarks listed for the course on the following website:*

[www.floridastandards.org](http://www.floridastandards.org) or [www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/](http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/) which is in accordance with Rule 6A-1.09412, F.A.C.

- For each standard and benchmark listed, evidence of alignment must specify where the standard and benchmark is taught in the course, how it is taught and how mastery is assessed. File names for alignment documents must include Florida course codes and course titles as specified in the most current CCD located at: [www.fldoe.org/policy/articulation/CCD%20](http://www.fldoe.org/policy/articulation/CCD%20)(e.g., 1200310.Algebra1) which is incorporated into Rule 6A-1.09441, F.A.C.
- 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.
- All course documents shall be uploaded by subject and within subject, by grade level.

Alignment Documentation for English Language Arts Course(s):

Alignment Documentation for Elective Course(s):

Alignment Documentation for Mathematics Course(s):

Alignment Documentation for Science Course(s):

Alignment Documentation for Social Science Course(s):

- 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.

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):	

- Upon request, the Applicant will provide access to the Department of Education to allow 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

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## Student Performance and Program Accountability

2. The Provider 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 as an instructional program option. For a provider without sufficient prior, successful experience offering online courses, the department may conditionally approve the provider to offer courses measured by the statewide assessment program pursuant to Section 1008.22, F.S. Conditional approval is valid for 1 year. Renewal of provider approval is contingent on sufficient performance data demonstrating success in accordance with Section 1003.499, F.S. and State Board Education Rule.

*Documentation to support Provider compliance:*

*Learning gains data for at least one complete school year from one of the following sources must be submitted for each course submitted for approval in this application:*

1. *Statewide assessments, including End-of-Course (EOC) assessments. The data will be sufficient if:*
  - a. *The proportion of students earning an achievement level 3 or higher where the online course provider was the school of instruction at any point during the year as reflected in its Survey 5 data submission meets or exceeds the statewide proportion of students earning an achievement level 3 or higher; or*
  - b. *The subgroup of students enrolled in credit recovery or remediation courses earning an achievement level 3 or higher where the online course provider was the school of instruction at any point during the year as reflected in its Survey 5 data submission meets or exceeds the statewide proportion of subgroups of students enrolled in credit recovery or remediation courses earning an achievement level 3 or higher.*

*For course subjects not addressed by state assessments:*

2. *Nationally standardized summative achievement tests or nationally standardized interim assessments with multiple assessments to measure learning gains (nationally norm-referenced tests approved by the Department pursuant Rule 6A-6.0960, F.A.C.). The demonstrated gains will be sufficient if either the school's proficiency rate or gains rate among students where the online course provider was the school of instruction at any point during the year meet or exceed the national mean for the specific assessment for either the entire student population, or the subgroup of students enrolled in credit recovery or remediation courses, if provided.*
3. *Proctored EOC assessments or semester examinations. Electronic proctoring with appropriately identified students is acceptable. Demonstrated gains will be sufficient if the pass rate on the proctored end-of-course examination among students where the online course provider was the school of instruction at any point during the year meets or exceeds 70%.*

*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 course. The Provider may also submit data at a finer level of aggregation, such as by subgroups within each course. In addition, the Provider shall, upon the department's request, provide individual student performance data in the categories described above, as needed to determine if the Provider's student learning gains are sufficient to meet the requirements of Section 1003.499, F. S., and Rule 6A-6.0982, F.A.C. The period shall comprise the most recent data available. The data shall include all students in the course under review. Any definitions or materials needed to comprehend the assessment results must be provided.*

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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, Florida Statutes (F.S.), or adjunct educators certified under Section 1012.57, F.S.
3. The applicant will ensure all employees and contracted personnel will undergo background screening as required by Section 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 standards under Section 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 iNACOL's National Standards for Quality Online Courses.
8. The applicant will adhere to requirements for student participation in state assessment tests as specified in Section 1003.499(3)(b), F.S. The applicant assures that non-state level end-of-course examinations cover Florida course benchmarks.
9. The applicant will provide student, staff and course data to school districts for timely submission of the required record formats to the Department of Education. 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 Section 1003.499, F.S.

_____ <i>Signature</i>	_____ <i>Date Signed</i>	_____ <i>Telephone Number</i>
_____ <i>Printed Name</i>	_____ <i>Provider Name</i>	
_____ <i>Title</i>		