

**MODEL FLORIDA CHARTER TECHNICAL CAREER CENTER
APPLICATION**

Rule 6A-6.07861
Form CTCCAPP1
Effective August 2018

Instructions: A document with the information enumerated below must be submitted to the sponsor(s) by February 1 of the year preceding the school year in which the center will begin operation. A sponsor may be a district school board, Florida College System institution board of trustees, or a consortium of one or more of each that must include the school district in which the facility is located. The sponsor(s) will review the application using the evaluation instrument found at <http://www.fldoe.org/academics/career-adult-edu/career-adult-edu-technical-assistance-.stml> and make a final decision on whether to approve the application and grant the charter by March 1. An approval may be conditional, requiring the center to take particular actions or maintain certain conditions. A denial may be appealed by the applicant.¹

Required Information & Supporting Documents

- 1) Cover letter signed by the applicant
- 2) Name of the proposed center
- 3) Description of and address for the physical facility in which the center will be located
- 4) Statement that applicant has received training and technical assistance from the Florida Department of Education regarding business plan development, cost and income estimation, financial planning, and good business practices
- 5) Identity of all relatives employed by the charter technical center who are related to the center owner, president, chairperson of the governing board of directors, superintendent, governing board member, principal, assistant principal, or any other person employed by the center who has equivalent decision-making authority
- 6) Other information required by the district school board or state college board of trustees

Narrative Sections of Application

- 1) Proposed structure of the center including a
 - a) List of proposed members of the board of directors OR
 - b) Description of board member qualifications and method of appointment or election
- 2) Workforce development goals of the center
- 3) Curriculum to be offered
- 4) Expected outcomes and methods of assessing the extent to which outcomes are met
- 5) Admissions policy and criteria for evaluating the admission of students
- 6) Staff responsibilities and the proposed qualifications of the teaching staff
- 7) Procedures to ensure significant involvement of representatives of business and industry in the operation of the center
- 8) Method for determining whether a student has satisfied the requirements for graduation specified in sections 1002.3105(5), 1003.4281 and 1003.4282, Florida Statutes, and for completion of a postsecondary certificate or degree

¹ See section 1002.34(6)(b), Florida Statutes

- 9) Method for granting secondary and postsecondary diplomas, certificates, and degrees
- 10) Method for resolving conflicts between the governing body of the center and the sponsor and between consortium members, if applicable
- 11) Method for reporting student data as required by law and rule
- 12) Description of policy, including applicable inter-institutional articulation agreements, regarding high school students dually enrolled in career and technical education programs
- 13) Confirmation that programs offered by the center will be accredited or a timeline and plan for accreditation from candidacy to full accreditation