Approval Application Sample:

Online Course Provider &

Multidistrict Online School Program

# About this document:

This application sample shows the information needed to apply for approval as an online course provider or multidistrict online school program. The actual form to be completed may look different but will request the same information.

# Contact Information

## 1.1 APPLICANT

Application type (online course provider or multi district online school program)

Program/organization name

Program school code (if applicable)

NCAA high school code (if applicable)

Mailing address

Primary phone number

Web address

Student information privacy policy URL

Email address

## 1.2 KEY CONTACT FOR REVIEW PROCESS

Name

Title

Phone Number

Email Address

## 1.3 ORGANIZATION BACKGROUND

How long has your organization/program offered online courses/programs?

Is your organization a for-profit/non-profit organization or a part of a Washington state school district?

# Descriptions

## 2.1 OVERVIEW

Please provide a provider/program overview.

## 2.2 PROGRAM DETAILS

Grades served:

## 2.3 TARGET STUDENT AUDIENCE

Please provide a statement describing the types of students that your program intends to serve.

## 2.4 STUDENT-TEACHER CONTACT REQUIREMENTS

If your program or online course participation requirements include student-teacher contact, please describe those requirements here.

## 2.5 CONTENT/CURRICULUM

## 2.6 COURSE OFFERINGS

### Subjects:

[ ] Arts

[ ] Business

[ ] ELL/ESL-supported

[ ] Language Arts

[ ] Lifeskills-Health

[ ] Mathematics

[ ] Science

[ ] Social Studies

[ ] Technology

[ ] World Languages

### Levels:

[ ] Advanced Placement

[ ] College

[ ] Credit Recovery

[ ] Honors

[ ] International Baccalaureate

[ ] Pre-AP

[ ] Remedial

[ ] Standard

# Provider Data

## 3.1 STUDENT-TO-TEACHER RATIO

# Assurances

## 4.1 ACCREDITATION

Applicant has been accredited by Cognia (formally AdvanceEd), and agrees to maintain accredited status for the duration of OSPI approval period.

## 4.2 FEDERAL OR STATE LAWS, RULES, AND REGULATIONS

The applicant acknowledges the responsibility to uphold any other pertinent federal or state law, rules or regulations in the delivery of its online courses or programs, including, without limitation, Title II of the Americans with Disabilities Act, Section 504 of Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.

Pursuant to WAC [392-121-182](https://apps.leg.wa.gov/WAC/default.aspx?cite=392-121-182), all instruction delivered to Washington state students is delivered by Washington state certificated teachers who (A) are assigned and endorsed to instruct courses in a manner which meets the requirements set forth in WAC [181-82](https://app.leg.wa.gov/WAC/default.aspx?cite=181-82), and (B) are evaluated annually using the revised evaluative criteria and four-level rating system established in RCW [28A.405.100](https://app.leg.wa.gov/RCW/default.aspx?cite=28A.405.100). The applicant acknowledges that OSPI approval covers only courses delivered to Washington state students and delivered by Washington state certificated teachers.

## 4.3 HIGH SCHOOL CREDIT

All of applicant's high school courses advertised as being worth high school credit are eligible for high school credit per WAC [180.51.050](https://apps.leg.wa.gov/wac/default.aspx?cite=180-51-050). (Final decisions regarding the awarding of high school credit shall be governed by RCW [28A.250.050](https://app.leg.wa.gov/rcw/default.aspx?cite=28A.250.050) (2).)

## 4.4 CURRICULUM ADOPTION

Instructional materials used by online school programs in online courses or course work must be approved pursuant to school board policies adopted in accordance with RCW [28A.320.230](https://app.leg.wa.gov/rcw/default.aspx?cite=28A.320.230).

## 4.5 STANDARDS ALIGNMENT

The applicant's course content is aligned with at least eighty percent of the current applicable grade/subject area Washington State standards, including the Washington Educational Technology Standards. For courses with content that is not included in state standards, the applicant's courses are aligned with at least eighty percent of nationally accepted content standards set for the relevant subjects.

Include information about who conducted the alignments (name/title and/or service provider), the standard(s) aligned, and the dates of alignments.

Upon approval the applicant can and will disclose alignment documentation for each course on their website and/or OSPI course catalog.

## 4.6 CREDIT/CONTENT REQUIREMENTS

All of the applicant's current and future courses must meet the credit/content requirements in chapter [392-410](https://apps.leg.wa.gov/wac/default.aspx?cite=392-410) WAC.

## 4.7 ADVANCED PLACEMENT

All of the applicant's Advanced Placement courses have been approved via the College Board AP Course Audit.

## 4.8 CAREER AND TECHNICAL EDUCATION

All of the applicant's current and future Career and Technical Education (CTE) courses are aligned to Washington State CTE Program Standards which include integration of occupational specific academic, leadership, and employability skills; courses provide exploration of post-secondary employment and/or education options.

## 4.9 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The applicant's data management systems ensure all student information remains confidential, as required by the Family Educational Rights and Privacy Act (FERPA).

## 4.10 ACCESSIBILITY

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](https://www.w3.org/WAI/standards-guidelines/wcag/).

## 4.11 RESPONSIBILITY

The online provider retains responsibility for the quality of courses, web systems, and content offered, regardless of any third-party contractual arrangements, partnerships or consortia, contributing to the content or delivery of the online courses or programs.

## 4.12 ALTERNATIVE LEARNING EXPERIENCES

The online school program agrees that all programs delivered as alternative learning experiences comply with the requirements of WAC [392-121-182](https://apps.leg.wa.gov/wac/default.aspx?cite=392-121-182). The online course provider agrees to disclose to OSPI the manner in which it supports the requirements of WAC [392-121-182](https://apps.leg.wa.gov/wac/default.aspx?cite=392-121-182) for online courses delivered outside of an online school program.

## 4.13 ASSESSMENT

The online school program agrees to comply with the state assessment requirements, including, but not limited to, the requirements of RCW [28A.655](https://app.leg.wa.gov/rcw/default.aspx?cite=28A.655) and WAC [392-121-182](https://apps.leg.wa.gov/wac/default.aspx?cite=392-121-182), as applicable.

## 4.14 ADDITIONAL ASSURANCES

The online provider agrees to abide by any additional assurances required by the Superintendent of Public Instruction.

## 4.15 REPORTING

The applicant agrees to provide all information as directed or as requested by the Office of Superintendent of Public Instruction, the Secretary for the Department of Education, and other federal officials for audit, program evaluation compliance, monitoring, and other purposes and to maintain all records for the current year and three previous years.

## 4.16 PROGRAM CHANGES

The applicant agrees to inform, in writing, the Office of Superintendent of Public Instruction (OSPI) of any significant changes to its program.

## 4.17 AUTHORIZATION

In order to sign the assurances, please follow the [Assurance Letter directions](https://www.k12.wa.us/student-success/learning-alternatives/online-learning/assurances).

Please scan the document, save as a PDF, then upload:\*

# Access Information

## 5.1 LOGIN FOR DEMO COURSES

## 5.2 TECHNOLOGY REQUIREMENTS

Please include the URL of the page on your website that lists the technology requirements for your program/courses, including any special hardware or software requirements. Note that this URL may be posted, if approved, on the [Online Learning website](https://www.k12.wa.us/student-success/learning-alternatives/online-learning).

## 5.3 NETWORK REQUIREMENTS

Please list the names of any servers that students and teachers will access as a part of your program/courses. This information will allow district network administrators to ensure access to your servers for enrolled students. If you have any other special network requirements, please list them here. Note that this may be posted, if approved, on the [Online Learning website](https://www.k12.wa.us/student-success/learning-alternatives/online-learning).

# Supporting Documentation for Criteria

## A - Course Content and Instructional Design

A1\*

A2\*

A3\*

A4\*

A5\*

A6

A7\*

A8

A9

A10\*

A11

A12\*

A13

A14\*

## B - Student Assessment

B1\*

B2\*

B3\*

B4\*

B5\*

## C - Classroom Management

C1\*

C2

C3

C4

C5

## D - Course Evaluation and Management

D1

D2

D3

D4

## E - Student Support

E1

E2

E3

E4

E5

E6

## F - School-based Support

F1

F2

F3

## G - Technology

G1\*

G2

G3

G4

G5

## H - Staff Development and Support

H1

H2

H3

H4

H5

## I - Program Management

I1

I2

I3

I4

I5

I6

I7

\* Indicates that the evidence is demo reliant – it must be located in the course demo.