

Application Checklist: Online Course Provider

Instructions

Please confirm the following have been completed for the application to be eligible for review.

- Completed Application document. Application will not be processed/reviewed without this completed document. Please upload.
- Accreditation documentation with Cognia (formerly AdvancED) or AESD. Document must include applicant's name. Please upload.
- Letter of assurances. The applicant must provide an official signed document that agrees to abide by all the online learning assurances to be eligible for review. The assurances and assurance letter template are found on OSPI's [Assurances \(ospi.k12.wa.us\)](https://ospi.k12.wa.us) website. Please upload.
- Access information, including login credentials, to the provider systems. This is how the review team will access the demonstration evidence. Please include in the Application document. **Three separate login accounts will be required. Please ensure access to courses will be available through June 30.**
- Supporting documentation for criteria, including documents and/or links provided by the applicant, to assist the review committee when scoring the application. More information about sources of supporting evidence can be found in the Supporting Evidence document. **Do not create additional folders in the application system.**

