

Maine Department of Education

Application for approved status as an online learning provider

Those organizations seeking to be added to the list of approved online learning providers in Maine will complete the following [application](#) for review by the Maine Department of Education. This application consists of three sections, each of which must be completed in order for an application to be considered for approval. Incomplete applications will not be reviewed.

Each application must include the following:

1. An overview of the online learning provider's demonstrated experience outlining how the requirements in 20-A MRSA Section 19153(2)(A - G) are to be met.
2. A Certificate of Assurances that addresses additional requirements as outlined by the Maine Department of Education.
3. A completed online learning provider profile.

Applications received for review by the Department of Education will be processed within 15 business days, and if approved, the online provider submitting the application will be notified within that time frame and added to the list of approved online providers available on the Department of Education website at <http://www.maine.gov/education>

Applicants who are denied approval or renewal are eligible to submit an appeal. To appeal the Commissioner's decision, applicants who are not approved may file an appeal to the Commissioner of Education for reconsideration within 15 business days of notification of denial. The provider must provide specific, objective information that details the basis for their appeal. The Commissioner of Education shall act upon the appeal and notify the applicant in writing whether the appeal was approved or denied within 45 business days. This deadline for acting on the appeal may be extended if additional information is required from the applicant.

This application can be submitted electronically by visiting the following url:
<http://www.surveymonkey.com/s/RXYH9F9>

This online application does not allow for starting and stopping the process, so a copy of the application is provided here to allow applicants to gather all materials before submission.

URLs linking to additional documents as supporting evidence are acceptable, and/or documents can be submitted via email or mail to:

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Department of Education
23 State House Station
Augusta, Maine 04333
207 215-4150
david.patterson@maine.gov

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The Maine Online Learning Program was established to provide high-quality educational options for kindergarten to grade 12 students in this State using online learning programs and courses. The goals of the program are to:

- 1. Create opportunity.** Create educational opportunities for students in this State that may not exist without such technology.
- 2. Close achievement gap.** Close the achievement gap between high-performing and low-performing students, including the gap between minority and nonminority students and between economically disadvantaged students and their more advantaged peers.
- 3. Educational options.** Use existing educational resources, along with technology, to provide parents a broader range of educational options and to help students in the State improve their academic achievement.
- 4. Public school educational opportunities.** Increase the capacity of school administrative units to provide public school educational opportunities for students whose educational needs are not being met in the regular public school program.

19153(2)(A)-(G)

(1) The department shall approve online learning providers on the basis of the online learning providers' demonstrated experience in the operation and management of online learning programs and courses, including the number of students served and proven academic success as measured by student performance and state assessment results, as appropriate, and an online learning provider's ability to satisfy the requirements under subsection 2.

(2) Requirements. To be approved by the department, an online learning provider must demonstrate and thereafter annually document that it meets all of the following requirements.

- A. The online learning provider must be nonsectarian in its programs, admission policies, employment practices and operations.
- B. Each course offered for a unit of credit must correlate with applicable state-adopted academic standards prior to being offered. All courses must include assessments.
- C. A teacher employed by the online learning provider and providing instruction to students must hold a valid teaching certificate in each content area being taught or receive approval from the commissioner to teach the course.
- D. A teacher employed by the online learning provider must receive appropriate preservice and in-service training pertaining to the organization of the online classroom, programs and courses, the technical aspects of online education, the monitoring of student assessment and other pertinent training.
- E. The online learning provider must verify ongoing student attendance and progress and performance in each course as documented by ongoing assessments in a proctored environment and provide examples of student course work.
- F. Administrators, teachers and other educational staff employed by the online learning provider must comply with the fingerprinting and national criminal history record check requirements as set forth in section 6103.
- G. The online learning program must comply with the State's information technology accessibility policies and standards.

1. Overview of the online learning provider's demonstrated experience

Each online learning provider seeking approval must specifically address the requirements set forth in 20-A MRSa Section 19153(2)(A - G), above. The applicant must demonstrate how they meet the requirements above by responding to each requirement (A–G) below. URLs linking to additional documents as supporting evidence are acceptable. Use additional space as needed and provide available documentation where appropriate.

- A. The online learning provider must be nonsectarian in its programs, admission policies, employment practices and operations. ***Provide documentation that demonstrates that the organization meets this requirement.***
- B. Each course offered for a unit of credit must correlate with applicable state-adopted academic standards prior to being offered. All courses must include assessments. ***Provide an example of a correlation report that demonstrates how a course offered by your organization aligns with state standards. Upon request, within 5 business days an approved Online Learning Provider must be prepared to provide either the Department, or the school administrative unit, a correlation report for any online course being offered.***
- C. A teacher employed by the online learning provider and providing instruction to students must hold a valid teaching certificate in each content area being taught or receive approval from the commissioner to teach the course. ***Provide a list of those teachers who teach Maine students that includes: the name of the certified teacher, the content areas in which they are certified, the State in which their certification was obtained, and the expiration date of the certification. This list must be updated June 30th and December 30th of each year for which the online learning provider is listed, to reflect changes following the initial application and approval.***
- D. A teacher employed by the online learning provider must receive appropriate preservice and in-service training pertaining to the organization of the online classroom, programs and courses, the technical aspects of online education, the monitoring of student assessment and other pertinent training. ***Describe the pre-service and in-service training, as outlined above, that is provided to teachers in your organization.***
- E. The online learning provider must verify ongoing student attendance and progress and performance in each course as documented by ongoing assessments in a proctored environment and provide examples of student course work. ***Describe how attendance, progress and performance are assessed, and also the level to which assessments are typically proctored online and/or locally.***
- F. Administrators, teachers and other educational staff employed by the online learning provider must comply with the fingerprinting and national criminal history record check requirements as set forth in section 6103. ***Provide evidence of the protocol your organization uses to meet national criminal history record checks.***
- G. The online learning program must comply with the State's information technology accessibility policies and standards. ***Maine's information technology accessibility policies and standards can be found here:***
 - a. ***Web accessibility: <http://www.maine.gov/oit/accessibility/policy/webpolicy.html>***
 - b. ***Software accessibility: http://www.maine.gov/oit/accessibility/software_policy.html******Describe how your organization complies with these standards and/or provide a copy of the organization's policy document that demonstrates evidence of this.***

2. Certificate of Assurances

To be approved, an online learning provider must agree to annually provide each of the following additional requirements as outlined by the Department. Confirm that each assurance will be met by checking the box associated with it. To check a box, double click on it, click on the “checked” box, and then click OK.

1. All of the applicant’s Advanced Placement courses must be approved via the College Board AP Course Audit. Upon request, the applicant will list the names of courses approved in the audit, and include the date of audit for each course.
2. The applicant agrees to provide all information as directed or as requested by the Commissioner of Education and to maintain all records for the current year and three previous years. Approved online learning providers are required, by July 30th of each year to make the following information related to the previous school calendar year available to the Maine Department of Education:
 - a. Courses. A list of courses offered by the online learning provider with Maine students enrolled. Courses offered will meet the relevant requirements as outlined in 20-A MRSA Section 19153(2)(A - G).
 - b. Students. The number of Maine students participating in courses offered by the approved online learning provider, including the number of full-time students, part-time students and full-time equivalent students enrolled.
 - c. Student performance. Student performance for students enrolled in online learning provider courses, including the academic achievement of students enrolled in each course offered through the Maine Online Learning program.
 - d. Costs. Expenditures of state and non-state funds made for online learning provider courses.
 - e. Limitation. The number of Maine students who were unable to enroll in an online learning provider course because of space limitation.
3. The applicant will provide evidence of their status as a private organization.
4. The applicant agrees to inform, in writing, the Commissioner of Education of any significant changes to its program that might impact this certificate of assurances.

By completing this Application and Certificate of Assurances, the duly authorized representative of the applicant certifies that the applicant will comply with the assurances outlined. The applicant assures to the best of his/her knowledge and belief that the data in this application are true and correct and that the applicant has duly authorized the filing of the application and that the applicant is in compliance with the required assurances at the time of submission.

Name of online learning provider:

Mailing Address:

Person authorizing certificate of assurances:

Telephone:

Email address:

Signature:

Date:

3. Online learning provider profile

Please provide the following information for posting to the Maine Department of Education web site (if approved):

Name of organization:

Website address:

Phone number:

Contact person:

Email address of contact person:

Please provide descriptive information under the following headings for posting to the Department of Education website (if approved):

Organization statement (maximum 250 words)

Provide a concise statement that describes your organization.

Accreditation

List any accreditation attained.

Instructor certification (maximum 100 words)

Describe the pre-service and in-service training in online methodology provided to your organization's teachers.

Courseware platform (maximum 100 words)

Describe the platform used to facilitate the teaching of your courses.

Course offerings (maximum 100 words)

Briefly describe the course offerings available from your organization.

Any other data (maximum 100 words)

Provide any additional data such as teacher to student ratios, course completion rates, or course pass rates that you would like included in your organization's profile.