

# Attachment A

# Tennessee Course Access Provider Application

## [CHAPTER 0520-01-14](#)

The Tennessee Course Access Rule will be in effect January 1, 2020. In order for students to be enrolled in course access courses in the spring of 2021, the Department of Education will review applications from providers and submit providers for approval to the State Board of Education in early 2020.

Name of organization				
Which best describes your organization?	<input type="checkbox"/>	Nonprofit entity		
	<input type="checkbox"/>	Tennessee LEA		
	<input type="checkbox"/>	Charter school or charter management organization		
	<input type="checkbox"/>	Institute of higher education		
	<input type="checkbox"/>	State agency		
	<input type="checkbox"/>	Other:		
Course type (Indicate all that apply)	<input type="checkbox"/>	Virtual	<input type="checkbox"/>	Blended (online and face to face)
	<input type="checkbox"/>	Face-to-Face	<input type="checkbox"/>	Other:
Focus Area(s)	<input type="checkbox"/>	Middle school (7-8)		
	<input type="checkbox"/>	High school credit (9-12)		
	<input type="checkbox"/>	Advanced Placement/IB		
	<input type="checkbox"/>	Dual-enrollment		
	<input type="checkbox"/>	Industry-based certification		
	<input type="checkbox"/>	Statewide Dual Credit		
	<input type="checkbox"/>	Internship/ apprenticeship		
	<input type="checkbox"/>	Other:		
Have you identified an LEA partner to host your courses?	<input type="checkbox"/>	Yes Which one(s)?	<input type="checkbox"/>	No
Potential enrollment	<input type="checkbox"/>	Seats available per course	<input type="checkbox"/>	Number of courses offered
Primary Contact Person	Name			
	Role			
	Address			
	Phone			
	Email			

## Instructional Quality

Describe how your organization will ensure and record evidence that each teacher of a course access course is licensed and meets the qualification to teach in Tennessee, including the requirement for annual evaluations. Describe how your organization will conduct annual evaluations for all teachers of a course access course and will provide evaluation data to the Tennessee Department of Education.

Describe how you will recruit, select, and retain your instructors. Describe instructor qualifications and strengths. Describe what processes will be in place for instructional professional development and coaching.

Describe differentiation and/or accommodations that will be available for various student populations (EL, students with disabilities, etc.).

## Accountability

Describe how enrollment, performance, course completion, and grading information will be recorded and monitored for all participating students.

Describe the data you will collect and how you will comply with requirements to report enrollment, performance, course completion, and course grading to the Tennessee Department of Education and to the home LEA for all participating students.

## Financial Structures

Describe your organization's financial structure.

Additionally, provide documentation of your organization's financial viability by means of one or more of the following: Recent financial statements, corporate tax returns for two years, cash on hand, and or proposed model to maintain financial stability.

\*Tennessee Local Education Agencies are exempt from this question as we already collect financial documentation through reporting.

## Potential Courses

What courses are you considering to offer for the Tennessee Course Access Program?  
Identify the delivery method for each course (virtual, blended, face-to-face).

What is your process for determining which courses will be offered?

### Required Documentation Checklist

Please ensure that you have provided documentation for compliance with the following

<ul style="list-style-type: none"> <li>Provider data privacy policy that complies with all applicable state and federal student data privacy provisions, including, but not limited to, the Data Accessibility Transparency and Accountability Act; <a href="#">TCA 10-7-504</a>; and the <a href="#">Family Educational Rights and Privacy Act (FERPA) (20. USC g 1232g)</a>.</li> </ul>	<p>Attach a copy of organization's official policy</p>
<ul style="list-style-type: none"> <li>Provider accessibility online learning policy</li> </ul>	<p>Attach a copy of organization's official policy</p>
<ul style="list-style-type: none"> <li>ADA Section 504 Coordinator Contact information: Name: Role: Email: Phone #: Address:</li> </ul>	<p>Provide contact person information on this form.</p>
<ul style="list-style-type: none"> <li>Website accessibility requirements</li> </ul>	<p>Attach a copy of organization's official policy</p>
<ul style="list-style-type: none"> <li>All federal and state anti-discrimination laws</li> </ul>	<p>Attach a copy of organization's official policy/law</p>
<ul style="list-style-type: none"> <li>Participation policy that does not require any examination or test beyond completion of prerequisite coursework or demonstrated mastery of prerequisite material</li> </ul>	<p>Attach a copy of organization's official policy</p>
<ul style="list-style-type: none"> <li>Financial viability documentation             <ul style="list-style-type: none"> <li>Required for: charter management organizations, charter schools, out of state agency, nonprofit entity</li> </ul>             TN LEAs are exempt from this requirement.           </li> </ul>	<p>Attach official document(s) with submission of application</p>
<ul style="list-style-type: none"> <li>Applicable virtual learning requirements established in T.C.A. Title 49, Chapter 16, if offering virtual courses</li> </ul>	<p>Attach a copy of organization's official policy</p>
<ul style="list-style-type: none"> <li>Class size requirements established in <a href="#">T.C.A. 49-1-104</a> and instructional planning time requirements established by the Tennessee State Board of Education</li> </ul>	<p>Attach a copy of organization's official policy</p>
<ul style="list-style-type: none"> <li>Each teacher of a course is licensed to teach in this state and meets the qualifications to teach, including the requirement for annual evaluations, in compliance with the rules of the State Board</li> </ul>	<p>Attach a copy of organization's official policy</p>
<ul style="list-style-type: none"> <li>An assurance that the provider applicant has read the relevant statute and State Board rule for the Course Access Course program</li> </ul>	

Complete the application in Word and submit it and the documentation it requests in a folder to [Lacey.Noel@tn.gov](mailto:Lacey.Noel@tn.gov) by March 13, 2020.