

Course Provider Guidelines

K–12 Distance Learning Courses

These guidelines provide eligibility requirements and instructions to become a course provider of approved kindergarten through high school courses in the **iLearnOhio** catalog.

Course Provider Application Process

Potential course providers must submit certain information that demonstrates that the course provider has the ability to successfully offer online distance learning courses via the **iLearnOhio** catalog. The course provider should fill-out the online application so that eligibility can be determined.

Requirements

A course provider may be a school district, community school, STEM school, state institution of higher education, private college or university, or nonprofit or for-profit private entity that creates or is an agent of the creator of original course content for a course offered through the **iLearnOhio** catalog.

Course providers must have experience providing distance learning courses, highly qualified state-licensed teachers, and the ability to provide customer support.

Course providers must have the ability to register students, accept individual payment, invoice school districts and state entities for payments, process refunds, and transfer student information in compliance with state and federal regulations.

Information that you will need

Before beginning the online application, gather the information listed below. This information will be reviewed by the appropriate personnel of the **iLearnOhio** catalog. With the exception of the course provider name, this information will not appear on the public catalog pages.

- Course Provider Name.**
- Course Provider Contact Information.** This includes the name, phone, and email address of the person who will be the point of contact for the **iLearnOhio** staff.
- Course Provider Address.** This is the primary address of the course provider and includes street address, city, state, and zip code.
- Course Provider Phone and Fax Number.**
- Course Provider Websites.** When applicable, this information includes the main website, student registration website, student customer support website, and student catalog website.
- Course Provider Type.** A course provider may be a school district, community school, STEM school, state institution of higher education, private college or university, or nonprofit or for-profit private entity that

creates or is an agent of the creator of original course content for a course offered through the **ilearnOhio** catalog.

- Length of Experience.** How long have you been providing distance learning courses?
- Ability to Register Students.** Do you have the ability to register students for their courses? Explain how you support registration.
- Ability to Support Individual Payment Methods.** Can students pay for courses through your website? Explain how you support individual payment.
- Ability to Support District and State Agency Payment Methods.** Do you have the ability to invoice and collect amounts owed by customers, to remit amounts owed to the state, to refund amounts to customers as necessary, to provide **ilearnOhio** staff with a report of enrolled students, and to otherwise manage the financial obligations of the provider? Explain how you support such payments.
- Ability to Share Student Information.** Do you have the ability to receive and transmit data relative to students engaged in learning, and to do so in a manner that is secure and in compliance with FERPA, state, and federal privacy requirements? Explain how such data are received and transmitted.
- Ability to Provide Customer Support.** Do you have the ability to provide customer support by telephone, email, or other electronic means to assist users that are experiencing technical difficulty or to resolve other problems related to the course and to you, the provider? Information required for customer support includes who provides your customer support (i.e., yourself or a third party), what modes you support (i.e., phone, email, and/or live chat), what the coverage is for support, and what the average response time is.
- Teacher Qualifications/Certifications.** Are your teachers highly qualified, and are they state-licensed? In what state are they licensed?
- References.** List up to five districts or organizations that have used your courses. Provide phone numbers for each.

Sign-Up

Once you are prepared to complete the application, go to <http://www.ilearnOhio.org> and select “Sign up” under “Course Providers” on the left side of the page.

Notification

Before your application can be reviewed, you will be asked to verify the contact email address. An email will be sent to the contact, and the message will include a hyperlink (URL) to a web page where the contact will verify the email address. Once the email is verified, the approver will be notified to begin the approval process. Any questions or discrepancies will be communicated through email or phone. Whether or not the application is approved, the **ilearnOhio** staff will notify the contact through email.

In the event that the application is denied, an explanation will be provided. If the course provider meets the necessary requirements and can resolve the issues described in the explanation, the course provider may reapply through the same process.

Approved Course Providers

If the application is approved, the course provider will receive an account for the website for the administration of course providers and courses. Approved course providers may edit their contact information and add courses by going to this website.

Course Approval Process

Each course must be entered separately using an online form on the maintenance site.

Requirements

Courses must have certified teachers who are highly qualified.

Courses must be standards-aligned and must offer a detailed syllabus.

Information that you will need

Before you begin the online application to enter a course into ilearnOhio, you should gather the information listed below. If the course is approved, this information will be used on ilearnOhio so that course takers can determine which classes they wish to take.

- Course Level.** Please select K–4, 5–8, 9–12, or Advanced Placement.
- Course Title.** Please select the course title.
- Credit Hours.** For school full-year courses, enter 1.0 credit hour. For school half-year courses, enter 0.5 credit hours.
- Course Offered.** This field indicates when the course is scheduled or may be taken (full year, fall, spring, or summer).
- Subject Area.** You will find a pull-down menu with a list of eight subject areas. They are as follows:
 - English Language Arts
 - Fine Arts
 - Foreign Language
 - Health
 - Mathematics
 - Science
 - Social Studies
 - Technology/Career Education
- Course Description.** Please provide a brief description of the course.
- Prerequisites.** List any prerequisites needed for the course and describe them if necessary.
- Additional Required Resources.** List any additional required resources for the course and describe them.
- Features and Benefits.** List any features and benefits of the course and describe them.
- Registration Instructions.** Specify registration instructions. This information will appear in the email that is sent to the student to complete the registration process. Typical text may include a hyperlink, phone number, or both.

- Course Platform.** Choose Angel, Blackboard, Desire2Learn, eCollege, Educator, Hot Schools, Independent LMS, Moodle, or Sakai. If you use your own LMS, please specify “Independent LMS.”
- Course Delivery Method.** Choices include the web, video, interactive video, television, CD/DVD, correspondence, and other. If “other,” please specify.
- Cost.** Enter the cost of the course.
- Information URL for Course.** If there is more information on the web about this course, please enter the URL.
- Course Alignment.** Has the course has been aligned to Ohio standards? Upload an alignment guide. AP courses are College Board–aligned and have particular standards accepted across the country. When entering an AP course, please select “Yes” and upload a copy of the acceptance letter from the College Board in PDF format. A current AP acceptance letter will need to be uploaded each year.
- Teacher Qualifications/Certifications.** Is the teacher highly qualified and state-licensed? In what state is the teacher licensed?
- Course Syllabus.** Upload the course syllabus in PDF format. This information will be used by the **ilearnOhio** staff and should include the learning outcomes, the duration of course, the number of hours of instruction, the progression of the course, and the educational resources, including textbooks, required to participate in the course. The syllabus should also include an assessment plan.

Adding a course

Once you are prepared to apply for the approval of a course, go to **ilearnOhio** at <http://www.ilearnOhio.org/> and select “K–12.” Select “Course Providers: Click here to add courses” located at the top right hand corner of the page, and then select “log-in.” Enter the user name and password that you received from **ilearnOhio**. This section will walk you through the steps necessary to add and request approval for a course. Next select “Manage Courses.” Please note that if you are entering a course for the first time, no courses will be listed. Below the horizontal menu bar, select the link “New Course Approval Application Form” to begin the process.

Complete the application and press “Continue” to submit the form. Upon submission, the **ilearnOhio** staff will be notified to review the course.

Notification

You will be notified by email whether or not the course is approved. None of the information provided will be available to the public until the course is approved. If the course is not approved, an explanation will be provided, and you will have the opportunity to respond.

You may monitor the progress of the approval. Once course information is entered, it will appear on your “Manage Course” page. There are three statuses for courses listed on this page. They are denoted as N, D, or Y in the rightmost column under “Active.” N means that the course is neither approved nor denied. It is undergoing the approval process. The other two states, D and A, refer to denied and approved, respectively.

Approved Courses

Approved courses will appear in the course catalog and be displayed in search results.