



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Indiana Course Access Program Course Provider Requirements and Approval Process

This document includes all of the requirements a course provider must meet in order to be eligible to provide courses through the Indiana Course Access Program (iCAP).

Potential iCAP Course Providers:

- Indiana School Corporation with a most recent available letter grade of C or higher
- Indiana institution of higher education
- Non-profit provider
- For-profit provider

Requirements

1. The Course Provider must complete the application hosted by the Indiana Department of Education.
2. The Course Provider must satisfy at least one of the three following measures of quality and provide evidence as part of the application process. Evidence may include formal documentation from the defined entity or third-party, external review and confirmation of evaluation.
 - a. Quality Matters Course level evaluation
 - b. iNACOL standards course level evaluation
 - c. Courses proposed are part of an approved course catalog at an Indiana institution of higher education (each course proposed).
3. The Course Provider must demonstrate or partner with an organization that demonstrates successful experience in deploying courses to public school students as demonstrated by student growth in each subject area and grade level for which it proposes to provide courses
4. The Course Provider must submit an assurance letter that gives evidence to the following:
 - a. Instruction delivered to Indiana state students is delivered by a current Indiana licensed teacher based on the [IDOE assignment code](#) in the content area or by a [licensed Workplace Specialist](#). You may refer to further information on [reciprocal licensing](#) and [Alternative Licensing Paths](#).
 - b. Course content must be aligned to content [standards](#) required by the Indiana State Board of Education.
 - c. The Course Provider must have a plan that measures performance outcomes (including course completion data and student performance). Documentation of evaluation and monitoring of the implementation plan must be addressed within the proposal.
 - d. Courses must be accessible to students of all abilities.



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- e. Courses cannot discriminate on the basis of race, creed, color, or national origin
- f. Acknowledge the responsibility to uphold any pertinent federal or state law, rules or regulations in the delivery of courses, 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.
- g. Adhere to Accessibility Guidelines as outlined in Section 508 Accessibility Standards from the U.S. Access Board.
 - i. Produce a copy of a Voluntary Product Accessibility Template (VPat) upon request.
- h. Meet conformance level A of the World Wide Web Consortium's Web Accessibility Initiative (WAI) Web Content Accessibility Guidelines (WCAG) 3.0
- i. Comply with the privacy provisions of federal law.
- j. Meet reporting requirements as outlined in Indiana Code 20-30-16 (Sections 11-12).
- k. Provide parents and students an evaluation of the course. Indiana Code 20-30-11(4)
- l. Work with the department to negotiate an iCAP course tuition fee for an enrolled eligible student for each course offered and all course materials

Application

1. [Current Application](#)

Approval Process

1. The course provider first completes an application online during the application time window.
2. IDOE reviews the application to ensure that it meets the stated requirements.
3. IDOE contacts the provider to begin next steps.
 - a. IDOE requests an information sheet.
 - b. Provider submits courses for addition to the course catalogue.
 - i. Once a provider is approved, additional courses can be added during the course addition time window.

Appeal Process

If the IDOE does not approve a potential course provider for participation in iCAP, the IDOE will provide feedback to the vendor along with a form to submit if they'd like to appeal to the State Board. The vendor may also submit a revised application to the Department.



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Targeted Courses

The Indiana Department of Education (IDOE) is accepting courses from approved providers for the following:

- [Advanced Placement](#)
- [Civics](#)
- [Dual Credit](#)
- [Ethnic Studies](#)
- [Indiana Studies](#)
- [Select CTE courses](#)
- [World Languages](#)

Course Submission Timelines

Fall semester implementation:

- 1) Provider proposes new course to IDOE window October 1 - October 31
- 2) IDOE reviews course November 1 - November 30
- 3) IDOE adds new course to iCAP course catalog by December 1

Spring semester implementation:

- 1) Provider proposes new course to IDOE window May 1 - May 31
- 2) IDOE reviews course June 1 - June 30
- 3) IDOE adds new course to iCAP course catalog by July 1