



Course Choice & Digital Learning Provider Application Resource

Use the following resource to prepare for all questions and assurances that must be completed on your Course Choice & Digital Learning application (Google Forms). For more information on course choice and the application process, please refer to the [Course Choice Provider Application Guide](#).

Section 1: Provider Information

- | | | |
|------------------------|-------------------|----------------------------|
| ❖ General Program Info | ❖ Course Provider | ❖ Today's Date |
| ❖ Point of Contact | ❖ Contact's Title | ❖ Phone number |
| ❖ Email Address | ❖ Address | ❖ Course Providers Website |

Section 2: Assurances & Funding

"I certify that the information provided in and attached to this application is true and correct to the best of my knowledge. I further certify that the provider program complies with the provisions of the Code of Arkansas § 6-16-1702. I understand that any changes in the operation or ownership of the program must be reported to the Arkansas Department of Education prior to, or immediately following, such changes. I acknowledge that providing false, misleading, or incomplete information, or failing to notify the Department of changes as they occur, may result in the removal from the list of approved Course Choice providers, as authorized in the above-referenced Code."

Authorization

"The initial authorization of a course provider shall be for a period of three (3) years. After the second year of the initial authorization period, the state board shall conduct a thorough review of the course provider's activities and the academic performance of the eligible students enrolled in courses offered by the course provider. If the performance of the eligible students enrolled in courses offered by the course provider does not meet performance standards set by the State Board of Education, the State Board of Education shall place the course provider on probation. After the initial three-year authorization period, the State Board of Education may reauthorize a course provider for additional periods of not less than three (3) years nor more than five (5) years after a thorough review of the course provider's activities and the achievement of students enrolled in courses offered by the course provider."

Course Standards

"Each course offered by a provider must be 100% aligned to Arkansas academic standards. Digital course providers must also comply with the [phased implementation plan](#) for Quality Matters (QM) certification. Courses that are not aligned to state standards or that fail to meet applicable quality requirements may be removed from the list of approved course offerings. "



Coordination

"Course providers will be accountable for coordinating and collaborating, to the best of their ability, with a local public school district in which an eligible student is enrolled full-time. This includes but is not limited to, ensuring instructors have approved AR background checks and providing instructor information."

Student Support

"Course providers are required to have a designated student support specialist who will be available for general student customer service inquiries (such as registration, payments, transcripts, etc.)."

Organizational Stability

"Course providers must have an effective and stable organizational management structure, be financially solvent, and have a clear legal status with no ambiguities in ownership, control, or responsibility."

Student Data

"Course providers must share data with ADE as requested, including but not limited to data on student participation and student performance, both for individuals and in aggregate."

Course Choice Funding

"I acknowledge that I have reviewed and understand the Course Choice funding and payment processes as outlined in the Arkansas Course Choice Provider Guide and agree to comply with all applicable funding, billing, and payment requirements."

Faculty

"All personnel teaching Arkansas students must complete a background check. **In-person teachers** of K-12 courses must be licensed by the Arkansas Department of Education. **Digital course teachers** must hold an Arkansas license, a reciprocal-state license in the subject area taught, or meet [Arkansas Qualified Teacher \(AQT\)](#) requirements."

Section 3: Vendor Profile

Questions

- Vendor Profile Description (optional)

- What is the format of your instructional delivery as a provider? (Choose all that apply)

- ❖ Virtual synchronous (virtual instruction in real-time (distance learning))
- ❖ Virtual asynchronous (self-paced virtual instruction with virtual support)
- ❖ Bisynchronous (combination of self-paced and real-time instruction)
- ❖ Virtual blended (combination of in-person and virtual instruction)
- ❖ In-person (face-to-face instruction)



- If you chose in-person for the question above, fill in the address of where courses are offered. If you did not choose in-person, respond with n/a.
- Are you a Quality Matters (QM) member? (Digital providers only, other providers should choose N/A)
- Will you offer your courses statewide or only to students in specific districts?
- If you will only offer courses in specific districts, please list the districts below.
- Is your institution able to provide transportation for students? (Note: Providers are not required to provide transportation.)
- Describe the specific educational supports and services for students participating in one of your courses.
- Please select your provider type.
 - ❖ Digital Learning Provider (that is not an Arkansas public school district or open-enrollment charter school)
 - ❖ Arkansas institution of higher education
 - ❖ Arkansas secondary technical and career center
 - ❖ Arkansas School for Mathematics, Sciences, and the Arts
 - ❖ Eligible public school (refer to guidance for eligibility)
 - ❖ Business or entity that offers vocational or technical course work in its field and has been authorized to provide courses by the State Board of Education
 - ❖ Other

Section 4: Course Offerings

- Course Offerings Description (optional)
- Refer to the [list of approved courses eligible for Arkansas Course Choice](#). Make a copy and fill in the following [2027-2028 Provider Course List Template](#) with the courses you are proposing to offer based on the above list. Then, upload here as an Excel file. Be sure to include all applicable information for each listed course.