

Pennsylvania Online Course Catalog – Participation Process

Overview

Online course providers (referred to as “applicants” here) seeking to offer their courses through the Pennsylvania Department of Education (PDE) website must complete the “Application for Online Courses” and submit supporting evidence for the criteria outlined in the iNACOL rubric.

The following steps outline the online course catalog participation process.

- Step 1: Applicants download application and rubric from the PDE website
- Step 2: Applicants complete and submit application and rubric, including the requested supporting evidence to PDE
- Step 3: PDE review team evaluates submission materials
- Step 4: Subject matter experts verify content
- Step 5: PDE review team determines if the course meets standards and notifies applicant of status
- Step 6: If standards are met, the online course name and link are posted on the PDE website as a viable choice for students, parents, and school entities
- Step 7: Interested school entities and parents/students (via the school entity) may contact the course provider to enroll

Initial Review Process

Once a provider submits a completed application and supporting evidence, the online course review team at PDE completes the initial review process by evaluating if standards are met for each category in the iNACOL rubric. In addition to the rubric, the review team will also evaluate the completed application, as well as the proposed online course. Providers will be notified of their application status by June 30 of each year.

Monitoring

Online courses that meet the standards are subject to a monitoring process and are available for four years. A course can be removed for the following reasons:

- A formal complaint filed against the provider warrants investigation
- Failure to maintain required standards
- PDE determines a course described in the initial application is ineffective
- Conditions exist that compromise the health and safety of students or staff, or conditions jeopardize the academic or fiscal integrity of the provider/program
- A violation of any applicable law, regulation, or requirement.

*Providers will be notified if a course is no longer meets standards. The provider will be invited to submit a corrective action plan with a timeline to address the specific areas of concern. PDE will review the corrective action plan and determine if standards are being met.