



## Statewide Course Catalog Course Provider Agreement 2018-2019

Note: The following agreement contains language reflective of current Texas Virtual School Network (TXVSN) processes and operations. The Texas Education Agency (TEA) will notify course providers of any changes to processes, operations, etc. as needed and will invite course provider feedback.

The TXVSN, created by the 80th Texas Legislature in 2007, provides teacher-led, highly interactive electronic (online) courses for students across the state that have been approved by the TEA. All electronic courses to be made available through the TXVSN shall be reviewed and approved prior to being offered. All TXVSN courses must meet the definition of an electronic course in Texas Education Code (TEC) §30A.001 and the requirements for courses in Texas Administrative Code (TAC) §70.1005(a) and align with 100 percent of the current state curriculum standards, the Texas Essential Knowledge and Skills (TEKS); current International Association for K-12 Online Learning (iNACOL) *National Standards for Quality Online Courses*; and accessibility requirements established by the U.S. Rehabilitation Act, §508, and TXVSN Accessibility Guidelines. This TXVSN course provider agreement is reviewed at the time of application and completed after the applicant has an approved course(s) and then annually after initial approval as a TXVSN course provider. The parties to this agreement are the TXVSN central operations and the eligible course provider, whose official representative's name and authorized signature appear below.

### Definitions

1. State virtual school network, Texas Virtual School Network, network, and TXVSN mean the state-led online learning initiative established under TEC, Chapter 30A. The TXVSN is comprised of two components, the supplemental statewide course catalog and the full-time virtual online schools program. Authorized by the TEC Chapter 30A, the TXVSN is a partnership network administered by the TEA in coordination with regional education service centers (ESCs), Texas public school districts and charter schools, non-profit entities, private entities, corporations, and institutions of higher education as defined by 20 U.S.C. Section 1001.
2. TXVSN course provider (or Course Provider) is an entity that meets eligibility requirements and provides an electronic course through the TXVSN.
3. An electronic course is an educational course in which instruction and content are delivered primarily over the internet. A student and teacher are in different locations for a majority of the student's instructional period, most instructional activities take place in an online environment, the online instructional activities are integral to the academic program, extensive communication between a student and a teacher and among students is emphasized, and a student is not required to be located on the physical premises of a school district or charter school. An electronic course is the equivalent of what would typically be taught in one semester. For example: English IA is treated as a single electronic course and English IB is treated as a single electronic course.
4. TXVSN central operations refers to TEA and other designated staff charged with carrying out the day-to-day operations of the TXVSN, including the centralized student registration system, statewide course catalog listings, and other administrative and reporting functions.
5. TXVSN course review refers to the submission and review process that ensures courses provided through the TXVSN meet standards adopted by the State Board of Education and commissioner of education per TEC, Chapter 30A.
6. The TXVSN statewide course catalog is a supplemental online high school instructional program available through approved TXVSN course providers.
7. TXVSN receiver district (or Receiver District) is a Texas public school district or open-enrollment charter school that has one or more students enrolled in the district or charter school who take one or more online courses provided through the TXVSN statewide course catalog.
8. Course types:
  - a. Accelerated courses are scheduled to be nine but not less than six weeks in duration.
  - b. Semester-paced courses follow a traditional semester schedule of 10 or more weeks in duration.
  - c. Continuous enrollment courses have a flexible instructional start and end date.
  - d. Non-continuous enrollment courses have a fixed instructional start and end date.
9. Successful course completion is the term that applies when a student taking a high school course has demonstrated academic proficiency of the content for a high school course and has earned a minimum passing grade of 70 percent or



## Statewide Course Catalog Course Provider Agreement 2018-2019

above on a 100-point scale, as assigned by the properly credentialed online teacher(s), sufficient to earn credit for the course.

10. A responsible adult is the person designated by the school district or open-enrollment charter school who is 21 or older and is not a relative of a student. An examination proctor must be a responsible adult.
11. An examination is an assessment that measures students' mastery of 50 percent or more of the entire course knowledge, skills, and student expectations.
12. School days, for the purposes of calculating the TXVSN course drop period, follow the schedule determined by TXVSN central operations.
13. Course cost is the per student fee that TXVSN course providers charge to deliver an instructor-led online course provided through the TXVSN statewide course catalog to students. Each TXVSN course provider must publish its course cost in the TXVSN catalog. Per TEC, §30A.155, course cost may not exceed \$400 dollars per semester course.

### **TXVSN Course Provider Responsibilities**

#### **General**

##### **The eligible TXVSN course provider shall**

1. enter informed choice information, including all approved course descriptions, supporting information, course cost, and seat and section data specified by TXVSN central operations into the TXVSN catalog no later than 15 working days after the agreement conference or, for a current TXVSN course provider, 15 days after a new course is approved.
2. provide the approved courses and associated number of sections and seats available to the TXVSN for the next four consecutive semesters based on the schedule provided by TXVSN central operations. If, after the fourth semester, a course provider intends to remove the course from the catalog, all students enrolled in the course, regardless of instructional start date, must be given sufficient time to complete the course and receive a final grade.
3. update course descriptions and supporting information in the TXVSN catalog regularly and maintain accurate informed choice information in the TXVSN catalog, including courses, section, seats, and course cost.
4. ensure a maximum class size limit of 40 students in a single section of a course and ensure that the class size does not exceed the maximum allowed by law and a charter school's charter, as applicable, whichever is less (TAC §70.1007).
5. offer a minimum of 80 seats per approved course each semester unless prior approval is given by TXVSN central operations.
6. serve all enrolled students, not to exceed 40 per section, regardless of the minimum number of students enrolled in a section so that TXVSN receiver districts have reliable course options for students.
7. require that examinations be proctored by a responsible adult designated by the district or open-enrollment charter school in which the student is enrolled. It is the responsibility of the course provider to verify that examinations are proctored by a responsible adult.
8. ensure that the determination of whether a TXVSN course meets the needs of a student with a disability is made by the student's Admission, Review, and Dismissal (ARD) committee as specified by TEC §30A.007(b); and as a result, respond promptly to ARD committee inquiries about courses offered in the TXVSN catalog.
9. cooperate with receiver districts to ensure that course instruction satisfies any specific accommodations or services required to fulfill a student's individualized education program (IEP) or other required modification plan in a timely manner.

#### **Instruction**

##### **The eligible TXVSN course provider shall**

10. provide online instructors who are Texas-certified to teach that course and grade level per TEC, Chapter 21, Subchapter B or meet the credentialing requirements of the institution of higher education with which they are affiliated and that is serving as a TXVSN course provider, and retain certification and applicable credentialing documentation. Additionally, the course provider shall supply certification or applicable credentialing documentation to TXVSN central operations immediately upon request. The course provider shall be responsible for such obligation



## Statewide Course Catalog Course Provider Agreement 2018-2019

regardless of whether instructors are employees of the course provider, independent contractors, or employees of a third-party course vendor. Course providers shall take all steps necessary to verify the qualifications of non-employee instructors.

11. affirm the preparedness of teachers of TXVSN courses to teach public school-age students in a highly interactive online classroom and maintain records documenting that online instructors have successfully completed TXVSN-approved professional development (TEC §30A.112) or have otherwise met the TXVSN professional development policy requirements and documenting online teachers' demonstrated mastery of the iNACOL *National Standards for Quality Online Teaching* prior to teaching through the TXVSN. The course provider shall supply documentation of completion of TXVSN-approved professional development or demonstrated mastery of the iNACOL *National Standards of Quality Online Instruction* to TXVSN central operations immediately upon request. Course providers shall be responsible for such obligation regardless of whether instructors are employees of the course provider or are employees, independent contractors, or employees of a third-party vendor. Course providers shall take all steps necessary to verify the professional development status of non-employee teachers.
12. ensure that online instructors have successfully completed a minimum of one continuing professional development course specific to online learning every three years in accordance with the TXVSN Professional Development Policy (Attachment C) and maintain records of successful completion of the continuing professional development. The course provider shall supply documentation of completion of this professional development to TXVSN central operations immediately upon request. Course providers shall be responsible for such obligation regardless of whether instructors are employees of the course provider or are employees, independent contractors, or employees of a third-party vendor. Course providers shall take all steps necessary to verify the professional development status of non-employee teachers.
13. retain records of background checks for contract, substitute, or online instructors as articulated in TEC §22.0834(a) and § 22.0836(h) and make such records available to TXVSN central operations upon request. The aforementioned statutes require completion of the fingerprinting of certified educators by Sept. 1, 2017.
14. notify TXVSN central operations in writing within five working days if for any reason an online instructor no longer meets the requirements to teach a course offered through the TXVSN.
15. use and supply data consistent with standards for the state's Public Education Information Management System (PEIMS), TREx, and the Texas Student Data systems.

### Courses

#### The eligible TXVSN course provider shall

16. own, secure, and/or maintain licensure and copyright for all courses offered in the TXVSN course catalog. The TXVSN course provider shall also obtain from all third-party owners or licensors of copyright or other intellectual property rights of a course an agreement to indemnify and defend TXVSN, the TEA, and other designated staff for the TXVSN from all claims of infringement of intellectual property rights owned or licensed by such third-party owners or licensors. The course provider shall supply an executed copy of such indemnity agreements to TXVSN central operations upon request.
17. submit each electronic course to be offered through the TXVSN for review and approval prior to being offered.
18. comply with all responsibilities and requirements detailed in the TXVSN Course Provider Application and Course Submission agreements.
19. submit courses for review per the schedule established by TXVSN central operations upon notification that the TEKS for a course, or the iNACOL National Standards, or TXVSN Accessibility Guidelines have been revised.
20. apply for renewed approval of a previously approved course in accordance with a schedule designed to coincide with revisions to the required curriculum under TEC §28.002(a) but not later than the tenth anniversary of the previous approval.
21. verify that all hands-on laboratory and field investigations are completed under the supervision of a responsible adult designated by the student's district.
22. maintain a current course syllabus or course description including key information such as examinations requiring proctoring and other supporting information as required by TXVSN central operations, URLs, or links that must be



## Statewide Course Catalog Course Provider Agreement 2018-2019

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accessible to students, frequency and schedule of all required synchronous lessons, and the frequency and process for reporting of student progress.

23. provide courses that comply with the TXVSN accessibility guidelines. Effective January 30, 2012 new courses that do not meet TXVSN accessibility guidelines will not be approved and courses currently offered that do not meet these guidelines may be removed from the statewide course catalog.
24. refrain from significantly modifying or changing courses without prior notice and approval from TXVSN central operations. Course providers shall provide written notice of any planned modification in sufficient detail for TXVSN course review to determine whether the course continues to satisfy all requirements of the program. Failure to obtain written approval shall result in removal of the course from the approved catalog.
25. ensure that each approved course is maintained while offered in the catalog so that the current TEKS, iNACOL National Standards, and TXVSN Accessibility Guidelines are met.

### TXVSN Processes

#### The eligible TXVSN course provider shall

26. agree to follow TXVSN registration and enrollment processes, including regularly monitoring and reconciling student data in the My TXVSN workspace per the timeline established by TXVSN central operations. Students who are served by the TXVSN course provider but not enrolled in courses provided through the TXVSN are not eligible for TXVSN services or any available funding.
27. at least one time per month, supply the designated TXVSN receiver district with official student progress reports that include quantitative and qualitative feedback for each student enrolled in a TXVSN course. The course provider shall also assign a final numeric average grade to each student's work and supply the information to the student and the designated receiver district. See **Attachment E** for the required components for the final grade report or transcript.
28. notify TXVSN central operations if the district or open-enrollment charter accountability rating changes or, in the case of entities that are not public school districts or open-enrollment charters, provide notice of any change in conditions required for eligibility or continued participation as a course provider.
29. notify TXVSN central operations through the MyTXVSN workspace in a timely manner per the schedule established by TXVSN central operations when a student drops a course or when additional time is granted to complete the course.
30. participate in webinars and/or face-to-face TXVSN course provider meetings as requested by TEA.
31. not promise or provide equipment or any other thing of value to a student or a student's parent as an inducement for the student to enroll in an electronic course offered through the state virtual school network.

### Payment

#### The eligible TXVSN course provider shall

32. establish the semester course cost based on the following criteria (TEC §30A.105):
  - a. The amount of the cost charged for a semester course provided through the state virtual school network may not exceed the lesser of:
    - the cost of providing the course;
    - or \$400.
  - b. Each course offered through the TXVSN statewide course catalog must be offered at a price that does not exceed the lowest price at which the course is offered for use or sale to any state, public school, school district, or chartered school in the United States. The price of any course or item or service for the course must automatically be reduced to the extent that, and at the same time as, the price is reduced or offered elsewhere in the United States. A course or item or service for the course must be provided free of charge or at a price discount to the same extent that it is provided to any state, public school, school district, or chartered school anywhere in the United States.
33. per a process established by TXVSN central operations, invoice promptly at the end of each semester only after its student success data is posted to MyTXVSN for the course(s) provided that semester through the TXVSN statewide



## Statewide Course Catalog Course Provider Agreement 2018-2019

course catalog. The course fee invoiced may not exceed the course cost published in the TXVSN catalog.

**Attachment D** provides a recommended invoice format.

34. report individual student success data to TXVSN central operations in a timely manner at the end of each semester per the format and timeline established by TXVSN central operations.
35. by mutual agreement, extend for at least 10 school days the deadline by which a student must complete a course, if additional time is required to complete the course, for a fee not to exceed \$100. The TXVSN course provider may elect to extend courses for a longer period of time, charge less than \$100, or not charge for extending the course window. The course provider shall note the incomplete when reporting success data in its My TXVSN workspace.
36. agree to the following drop periods without academic or financial penalty to the student or TXVSN receiver district:
  - a. For a non-continuous enrollment course, a 14-school-day drop period after instructional start date.
  - b. For a continuous enrollment course, a 14-school-day drop period after instructional start date or after student's enrollment date if student joins the course after the instructional start date.
  - c. For an accelerated course, a four-school-day drop period after the instructional start date.
37. agree to the following additional requirements for dual credit courses only:
  - a. Students must be registered in TXVSN and enrolled in the TXVSN course through the standardized requirements and application/enrollment process approved by TXVSN central operations in addition to applying to and enrolling in the institution of higher education
  - b. Course provider must confirm with the receiver district that the student is registered in TXVSN and enrolled in the TXVSN course at the time the student applies to and enrolls in the institution of higher education.
  - c. Students will adhere to the higher education institution's enrollment and drop schedule. The course provider is responsible for communicating the drop schedule in writing to the receiver district and the student at the time the student enrolls in the institution of higher education.
  - d. Students must be served regardless of higher education service area.
  - e. Course provider shall implement dual credit rules as established by the TEA and the Texas Higher Education Coordinating Board. TAC, §4.84 and §9.144, requires that any dual credit partnership between a public college and a secondary school include a written agreement approved by the governing boards or designated authorities of both institutions. The agreement between the public college and a secondary school must be consistent with requirements of the TXVSN agreement for courses and instruction provided through the TXVSN. This TXVSN agreement does not replace the agreement between the institution of higher education and the secondary school.
  - f. Catalog course cost must include all fees associated with course, meet TEC §30A.105 cost criteria, and other terms of this TXVSN Course Provider Agreement.
  - g. Course provider must follow invoicing and payment processes established by TXVSN central operations. Invoicing shall occur only at the end of each semester and only after student success for the course(s) provided that semester through the TXVSN statewide course catalog data is posted to MyTXVSN.
38. agree that, after the drop period, the course provider is owed 100 (one hundred) percent of the catalog course cost if the student successfully completes the course, but no more than 70 (seventy) percent of the catalog course cost if the student is unsuccessful.
39. Agree that the course provider will address any fee or invoice disputes through the process identified by TXVSN central operations.

### **Private or Non-profit Entities and/or Public School District and Open-Enrollment Charter School Partners**

#### **The eligible TXVSN course provider shall**

40. be eligible to act as a TXVSN course provider only if a nonprofit entity, private entity, or corporation:
  - a. complies with all applicable federal and state laws prohibiting discrimination;
  - b. demonstrates financial solvency; and,





## Statewide Course Catalog Course Provider Agreement 2018-2019

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- c. provides evidence of prior successful experience offering online courses to middle or high school students, with demonstrated student success in course completion and performance, as determined by the commissioner.
41. not award course credit or a diploma for courses taken through the state virtual school network if the course provider is an entity other than a school district or open-enrollment charter school.
42. assume responsibility for its third-party partners or subcontractors, if any, and maintain a written agreement or contract with such partners or subcontractors.
43. conduct all communications, requests, and inquiries to TXVSN central operations by or through the official course provider primary or secondary contact specified in this agreement. The eligible course provider is responsible for the implementation and management of this agreement. If a course provider is partnering with a third-party partner or subcontractor, TXVSN central operations will communicate with or through the eligible course provider.
44. identify the eligible course provider as the supplier of the course(s) and associated services in all communications and processes, regardless of whether the course provider partners with a commercial or private entity or other third party partner or subcontractor. This includes, but is not limited to, the following:
  - a. all communications to the receiver districts or the public (emails, websites, flyers, brochures, phone messages voice mails, ads, presentations, etc.);
  - b. documentation and instructions;
  - c. withdrawal and enrollment forms; and
  - d. catalog entries.
45. refer only to courses currently provided through the TXVSN catalog as "TXVSN-approved" or "Texas Virtual School Network (TXVSN)-approved" and refrain from using this designation to market those same courses or other courses offered outside the TXVSN. All rights are reserved on the utilization of the TXVSN logo mark and name. Use of the TXVSN trademark and name without prior authorization is prohibited. **(Attachment B)**
46. agree that third-party entities that supply online courses offered by the TXVSN course provider do not by that relationship become public schools. Only a school district or an open-enrollment charter school may claim to be a Texas public school or to be accredited by the TEA or the State of Texas. The vendor of the course may not claim those designations in its advertising or informational materials.
47. agree that the course provider and its third-party partner(s) or subcontractor(s), if any, will comply fully with all state and federal laws, rules, and implementing regulations in the provision of services under this agreement, including (without limitation) the following:
  - a. The Family Educational Rights and Privacy Act (FERPA);
  - b. The Americans with Disabilities Act, as amended (ADAAA);
  - c. The Individuals with Disabilities Education Act, as amended (IDEA); and
  - d. The Texas Public Information Act.

### **TXVSN Central Operations Responsibilities**

#### **TXVSN central operations shall:**

1. ensure that all courses provided through the TXVSN are reviewed to ensure alignment with the TEKS and other quality standards, per the requirements established in TEC Chapter 30A.
2. publish the TXVSN course catalog, including courses, sections, and seats.
3. provide security for all TXVSN online data, information and transactions.
4. provide the MyTXVSN Provider workspace for reconciliation of student registration/enrollment data and use as the TXVSN communications center.
5. act as liaison between the TXVSN receiver district and course provider as appropriate.
6. make informed choice data on courses and course providers available on [www.txvsn.org](http://www.txvsn.org).
7. collect and display student and parent satisfaction data (TEC §30A.1021), as well as course provider success data on a routine basis.
8. provide an online student orientation program for students.
9. staff a TXVSN Help Desk.



Statewide Course  
Catalog Course Provider Agreement  
2018-2019

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10. provide equal access to and support for each course provider's courses.

**All Party Agreement**

**All parties agree to the following terms:**

1. No party assumes liability for systems under the control of the other party or for actions of the employees, third party partners, or subcontractors of the other party.
2. No party has agreed to waive defense, right, immunity, or other protection under law.
3. Except as otherwise provided in the Preamble above and in the Terms of Agreement below, this agreement may not be amended or modified except by agreement made in writing and signed by both parties. The agreement supersedes all prior written or verbal representations or agreements concerning the subject matter of this agreement. The TEA may add additional requirements in order to provide economical, efficient, and quality services to Texas students. Any such requirements shall be an amendment to this agreement, and notice thereof shall be given by TEA to each TXVSN course provider on a timely basis.
4. No person(s) shall, on the basis of race, color, national origin, sex, religion, age, or disability be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination.
5. No otherwise eligible student shall, solely by reason of handicap, be excluded from participation in courses offered through the TXVSN.
6. All notices required in this agreement shall be in writing unless otherwise specified.
7. TEA may exercise all or any remedies available to it under law to enforce the provisions of this agreement.
8. This agreement shall be interpreted according to the laws of the State of Texas. Exclusive venue for any disputes concerning the agreement shall be Travis County, Texas.
9. The person signing this agreement are authorized by their respective entities to bind the entities to this agreement.

**Provider Contacts**

Designated contact persons noted below will have access to the MyTXVSN workspace, catalog entry, and student enrollment data.

**TXVSN course provider primary contact person is:**

Name:	Title:
Phone:	Email:

**TXVSN course provider secondary contact person is:**

Name:	Title:
Phone:	Email:

**Terms of Agreement:**

1. The term of this agreement is one year, beginning on the date both parties have signed same below. The agreement will be automatically renewed from year to year for additional one year terms unless either party gives written notice to the other party at least 30 days before the end of the term that such party intends to terminate the agreement at the end of the term. The obligations of the TXVSN course provider shall continue and termination shall not be effective until all students enrolled in any of the course provider's courses at the time notice of termination is given have completed the course and received final course grades. No students may be enrolled in any new courses offered by the course provider through the TXVSN once notice of intent to terminate has been given.
2. TEA may end this agreement without penalty if legislative authorization for the district, school, or institution to offer an online course through the TXVSN is revoked.
3. Either party may terminate this agreement for convenience with 60-day written notice. The obligations of the course provider shall continue and termination shall not be effective until all students enrolled in any of the course provider's courses at the time notice of termination is given have completed the course and received final grades. No students may be enrolled in any new courses offered by the course provider through the TXVSN once notice of intent to terminate has been given.



Statewide Course  
Catalog Course Provider Agreement  
2018-2019

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4. TEA may terminate this agreement on 15-day written notice for good cause, defined as a material breach by the course provider of any obligation in this agreement. The obligations of the course provider shall continue and termination shall not be effective until all students enrolled in any of the course provider's courses at the time notice of termination is given have completed the course and received final grades. No students may be enrolled in any new courses offered by the course provider through the TXVSN once notice of termination has been given.

FOR REVIEW





Statewide Course  
Catalog Course Provider Agreement  
2018-2019

Please return a signed copy of the completed annual agreement to: [txvsncentral@tea.texas.gov](mailto:txvsncentral@tea.texas.gov)

**Persons authorized to enter into this agreement are as follows:**

- **District:** superintendent
- **Open-enrollment charter school:** chief executive officer
- **ESC:** executive director
- **Institution of higher education:** authorized official
- **Nonprofit or private entity:** authorized official
- **Corporation:** authorized official

**Texas Virtual School Network**

**District /Open-Enrollment Charter School /ESC /Institution  
of Higher Education/Nonprofit or private entity/corporation**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Date

\_\_\_\_\_  
City/State/Zip:

\_\_\_\_\_  
Phone:

\_\_\_\_\_  
Email:

\_\_\_\_\_  
Date:



Statewide Course Catalog  
Course Provider Agreement  
W-9 Form - Attachment A

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Submit a W-9 Request for Taxpayer Identification Number and Certification  
Department of the Treasury Internal Revenue Service  
with this agreement.

This form will allow the Texas Virtual School Network (TXVSN) central operations  
to establish payment.

The form is available at  
<http://www.irs.gov/formspubs/>

FOR REVIEW



Statewide Course Catalog  
Course Provider Agreement  
TXVSN Use of Name and Logo Mark  
Attachment B

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**Texas Virtual School Network (TXVSN) Use of Name and Logo Mark**

State virtual school network, Texas Virtual School Network, and TXVSN mean the state-led online learning initiative established under Texas Education Code (TEC), Chapter 30A.

**Purpose**

The purpose of this document is to ensure appropriate use of names and logo mark.

**Applicability**

These procedures apply to all instances of use of the Texas Virtual School Network (TXVSN) name and logo mark. The name and logo mark may be used only in connection with sponsored or sanctioned (approved) activities, materials, or communications.

**Summary**

The TXVSN trademark and logo mark may be used solely with permission of TEA.

Items offered for sale to the public, Texas public school districts, or open-enrollment charter schools bearing the names and logo mark must be approved prior to release.

Name and logo mark uses may include:

- Approved websites with supporting information for TXVSN receiver districts and enrolled students.
- Communications to receiver districts and enrolled students concerning student progress and course procedures.
- Uniform Resource Locator (URL) linking to the TXVSN website.

TEA reserves the right to approve use of the name and logo mark on all communications, materials, or websites prior to release to the public. TXVSN course providers are responsible for requesting approval in writing.

The name and logo mark may not be used to inform, advertise, or to market services, projects, or materials outside those offered as a part of this agreement with the TXVSN.

**Names and Logo Mark Policy**

TXVSN will protect its names and logo mark actively from improper or misleading use by individuals or organizations not associated with the institution and will assure that use of the name and logo mark by staff, programs, and others is appropriate. Use of the names and logo mark in a manner that implies endorsement of programs, products, or services of any entity not directly associated with, or licensed in writing by TXVSN, is prohibited.



## Texas Virtual School Network (TXVSN) Professional Development Policy Attachment C

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### **TXVSN Professional Development Policy**

Texas Education Agency (TEA) recommends that all teachers who are interested in teaching online for the Texas Virtual School Network (TXVSN) complete the required TXVSN-approved professional development course for quality online teaching offered by one of the professional development providers listed on the TXVSN website at [www.txvsn.org](http://www.txvsn.org). TXVSN course providers are responsible for requesting and maintaining documentation of potential online teachers' successful completion of TXVSN-approved professional development. It is the responsibility of each online teacher to obtain documentation of successful completion from the provider of TXVSN-approved professional development. TXVSN central operations highly recommends that teachers also maintain a copy of the completed professional development for their own records.

After meeting the initial professional development requirement, all teachers must have continuing professional development specific to online learning every three years to continue to meet the requirements to teach courses through the TXVSN. For details, see the section labeled "TXVSN Professional Development Renewal Requirement".

NOTE: Teachers should be aware that individual TXVSN course providers may have additional policies and requirements when hiring online teachers.

### **Additional TXVSN Professional Development Options**

The following additional options are available. TXVSN course providers that employ online teachers who meet one of the following options must ensure that the teachers' professional development, teaching experience, and/or courses taken toward the completion of a graduate degree in online or distance learning are sufficient to demonstrate mastery of the current International Association for K-12 Online Learning (iNACOL) *National Standards for Quality Online Teaching*. When contracting with the TXVSN to deliver courses, TXVSN course providers will be required to affirm online teachers' preparedness to teach public school age students in a highly interactive online classroom.

Teachers who meet one or more of the following options are also eligible to teach for the network:

1. **Teachers who completed professional development through a TXVSN-approved professional development provider prior to the 2008 TXVSN Request for Qualifications (RFQ) approval process.**

The TXVSN professional development provider must verify that the professional development course was the same as the required professional development course approved through the RFQ process, which means that it met the iNACOL national standards in place at the time it was delivered. The professional development must not have been taken prior to September 1, 2006, which is when the Southern Regional Education Board (SREB) first published the standards for online teaching, later endorsed by iNACOL.

2. **Teachers who have two or more years of experience teaching online academic courses for public school age students and/or graduate degrees in online or distance learning.**

Teachers who have two or more years of experience teaching online academic courses for public school age students and/or a graduate degree in online or distance learning do not have to take the TXVSN-approved professional development prior to teaching for the TXVSN but must demonstrate mastery of the current iNACOL *National Standards for Quality Online Teaching*.



Texas Virtual School Network (TXVSN)  
Professional Development Policy  
Attachment C

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**3. Teachers who have had prior professional development for teaching online from providers other than those approved by TXVSN**

An RFQ is released periodically asking for additional providers of the basic professional development course which enables teachers to meet the iNACOL *National Standards for Quality Online Teaching*. This is the basic course required of teachers before teaching courses offered through the TXVSN. A variety of professional development providers, including existing Texas online schools and programs that have professional development for their own online teachers, will be encouraged to submit their professional development course(s) or programs for review during the RFQ process. If the submitted professional development is approved, teachers who previously took this same professional development may be eligible, per the requirements in #1 shown above, for verification as having successfully completed the TXVSN-approved professional development.

**TXVSN Professional Development Renewal Requirement**

All TXVSN teachers are required to renew their TXVSN professional development every three years. Renewal requirements can be met through successful completion of the following TXVSN-approved professional development:

- The TXVSN course provider should work with the online teacher to devise a plan for completing professional development for the renewal of the TXVSN professional development requirement. Each teacher must successfully complete one continuing professional development course specific to online learning every three years. The course provider employing or contracting with the online teacher is responsible for ensuring that the professional development selected meets the iNACOL *National Standards for Quality Online Teaching*.
- It is recommended that course providers and teachers consider the professional development courses for experienced online teachers approved by the TXVSN when devising the three-year renewal for its teachers. For a list of these approved courses see [www.txvsn.org](http://www.txvsn.org) and select "Providers" then "Professional Development" on the navigation bar.

Statewide Course Catalog  
 Course Provider Agreement  
 Sample Invoice  
 Attachment D

## Statewide Catalog Course Provider Name

<b>Bill to:</b>	TXVSN Central Operations 400 East Spring Valley Richardson, TX 75081	<b>From:</b>	Provider Name Provider Address 1 Provider Address 2 City, St, Zip  Remittance Address Remit Address 1 Remit Address 2 City, St, Zip	Invoice #: 123456  Invoice Date:  Terms:  Student success semester results entered in MyTXVSN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Invoices may not be submitted and shall not be processed until student success results for courses provided that semester are posted in MyTXVSN</i>
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QTY	Course Name	Receiver District Name	TXVSN Order #	Start Date	Success Status	Unit Price	Special Price	Course Cost	Invoice Course Cost Total
						Catalog Course Cost	Bulk Pricing	Amount based on success status	
1	Geometry A	Somewhere ISD	12345	1/12/2017	Successful Completion	\$300.00	\$0.00	\$300.00	\$300.00
1	Algebra 1 B	Anywhere ISD	13456	1/12/2017	Not Successful	\$325.00	\$300.00	\$210.00	\$210.00
1	Economics	Anywhere ISD	14567	1/12/2017	Pass	\$300.00	\$0.00	\$300.00	\$300.00
1	English IV A	Rock Road ISD	15678	2/15/2017	Withdrawn After Grace Period Ends	\$350.00	\$0.00	\$245.00	\$245.00
1	Course Name	Receiver Dist	Order #	Start Date	Success Status	\$Unit Price		\$Course Cost	\$Invoice Total
1	Course Name	Receiver Dist	Order #	Start Date	Success Status	\$Unit Price		\$Course Cost	\$Invoice Total
1	Course Name	Receiver Dist	Order #	Start Date	Success Status	\$Unit Price		\$Course Cost	\$Invoice Total
1	Course Name	Receiver Dist	Order #	Start Date	Success Status	\$Unit Price		\$Course Cost	\$Invoice Total
									<b>Enter Invoice Course Cost Sum Total</b>

Course cost based on success status options:

- Student dropping within drop period – no charge
- Student remaining in the course after the drop period, but not successfully completing – 70% of the unit price/course cost
- Student remaining in the course after the drop period and successfully completing – 100% of the unit price/course cost
- Incompletes – No payment until completion status is reported/success data entered

Credit for Texas Virtual School Network (TXVSN) statewide catalog courses are awarded by the Texas public school district or open enrollment charter school in which a student is enrolled. Credit is determined by the final grade report supplied by the TXVSN course provider. It is the responsibility of each TXVSN statewide catalog course provider to provide the data needed for the student's district to award credit in a timely manner and meet documentation standards established for such reporting.



Statewide Course Catalog  
Course Provider Agreement  
Final Grade Report Components  
Attachment E

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In a format to be determined by the TXVSN course provider, and in accordance with the most current *Minimum Standards for the Academic Achievement Record*, the *Data Standards (TREx version 4.0, July 2013 and forward)*, *Public Education Information Management System (PEIMS) Data Standards* and the *Texas Student Data System* the final student grade report or transcript must:

1. Be printed or digitized on the school district's, open-enrollment charter school's, ESC's, higher education institution's, or other eligible course provider's letterhead, or watermarked with its logo.
2. Include the following:
  - a. Student's full name, date of birth, gender, and identification number.
  - b. Student's home district or open-enrollment charter school, campus name, and the county-district-campus number (CDCN).
  - c. Information specific to the course(s) attempted or completed, including:
    - i. Semester and year in which course(s) are taken
    - ii. PEIMS course title(s) and number(s)
    - iii. Designation of "A" if the course was the first half of a two-semester course
    - iv. Designation of "B" if the course was the second half of a two-semester course
    - v. Beginning and completion dates of student participation in the course
    - vi. Instructor's name
    - vii. Final average numeric grade
    - viii. Recommendation for credit hours, including the following statement:  
*"This is only a recommendation for the amount of credit to be awarded. The student's home district or open-enrollment charter school bears the responsibility of ultimately awarding credit for this coursework."*
3. The final grade report must be transmitted to the designated receiver district contact and to the student in a secure, confidential, and timely manner.
4. Additional information may be required for student athletes to meet National Collegiate Athletic Association (NCAA) grade report and transcript requirements. Refer to the NCAA Eligibility Center at <https://web1.ncaa.org/hportal/exec/homeAction>, clicking on the 'Resources' tab, for more information.
5. TXVSN central operations does not collect student grades.