Develop or acquire course and conduct internal review to ensure the course meets the definition of a TXVSN electronic course and all TXVSN course standards.

Potential Catalog Course Provider Orientation

Discuss:
- Course provider agreement
- Instructor verification
- TxVSN course standards
  - Texas Essential Knowledge and Skills
  - International Association for K-12 Online Learning National Standards for Quality Online Courses
  - TxVSN Accessibility Guidelines

Request electronic course submission system (ECSS) login

Submit course for review via the ECSS
COURSE REVIEW PROCESS FOR THE TEXAS VIRTUAL SCHOOL NETWORK (TXVSN) STATEWIDE CATALOG

1. Course provider completes submittal form in the electronic course submission system (ECSS).
2. Course review accepts form and notifies course provider to continue with submission (approx. 2 business days).
3. Course provider submits remaining course documents.
4. Course review assigns course to reviewers (approx. 2 business days).
5. Course reviewers evaluate course (approx. 14 calendar days).
6. Course review makes modification report available if changes are required (approx. 2 business days).
7. Course reviewers verify course modifications (approx. 4 calendar days).
8. Course provider makes required modifications (up to 60 calendar days).
9. Course review approves course and enters preliminary data into catalog (approx. 1 business day).
10. Course review approves course and enters preliminary data into catalog (approx. 1 business day).
11. Course review approves course and enters preliminary data into catalog (approx. 1 business day).
12. Course review approves course and enters preliminary data into catalog (approx. 1 business day).
13. Course review approves course and enters preliminary data into catalog (approx. 1 business day).
14. Course provider contacts the TXVSN help desk for MyTXVSN course catalog system login information.

15. MyTXVSN course catalog system emails course provider primary contact to begin catalog entry process.

16. Course provider logs into MyTXVSN to enter all course information.

17. TXVSN central operations proofs catalog entry and then makes course available in catalog for student registration.