



**North Dakota Department of Public Instruction
Kirsten Baesler, State Superintendent**

**Out-of-State Electronic Course Delivery Provider Instructions
(Updated 2-26-2015)**

Overview

North Dakota Century Code 15.1-21-15 identifies the requirements of offering courses electronically between North Dakota schools and out-of-state course providers. Please note, this process does not pertain to courses provided electronically between approved schools in North Dakota (i.e., in-state IVN courses). ***Any entity outside the North Dakota state lines seeking to provide electronic courses to North Dakota students must receive prior approval as an approved North Dakota out-of-state electronically delivered provider.***

Deadlines

This form must be submitted *prior to April 1* of each school year in order to be considered for approval through the Department of Public Instruction (DPI), Academic Standards Office. *Out-of-State entities need to submit one application per school year.*

I. General Information

This section asks for specific information regarding the out-of-state provider seeking to offer courses through electronic course delivery.

II. Provider Accreditation Information

In this section, the provider must provide documentation of accreditation status. *All out-of-state electronic course delivery providers placed on the North Dakota approved list of providers must be accredited.*

III. Course Information

Providers must make available course details for **EACH** course it plans to offer to North Dakota schools.

IV. Instructor Qualifications and Methods

In this section, a copy of each instructor's teaching license must be submitted to assure that they are highly qualified to teach in the state in which the course originates. It also provides information about the course delivery method, frequency of student contact, and how the student's grade is determined.

V. Assurances and Signature

Each provider must commit to each of the assurances listed by signing and dating the form.

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This section is to be completed by the DPI staff once the application has been reviewed. The provider will be notified of its approval or need for more information in a timely manner. In the event that an application is denied, an appeal process will be outlined through formal correspondence.

Scoring Rubric

Each provider application will be scored with the *Out-of-State Electronic Course Delivery—Provider Scoring Rubric*. This document can be found online at <http://www.dpi.state.nd.us/approve/electronic.shtm>.

Questions

If you have questions regarding the Out-of-State Electronic Course Delivery process, feel free to contact the Department of Public Instruction, Academic Standards at (701) 328-3545 or pswagner@nd.gov. or Teacher and School Effectiveness office at (701) 328-2755 or shoudek@nd.gov

The Out-of-State Electronic Course Delivery—Provider Application (SFN 59052) can be submitted by:

Mail: Department of Public Instruction
Teacher and School Effectiveness
600 E Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440
Fax: (701) 328-0201
E-mail: pswagner@nd.gov or shoudek@nd.gov