



Charter School Applicant Training Standards Certification Form Form IEPC-TS

Instructions: Sponsor must complete, sign, and submit this form prior to requiring charter school applicants to attend the sponsor's training.

The Department of Education has developed the following standards for charter school applicant training.

- Applicant training shall specifically address:
 - The definition of a charter school
 - The Florida Statutes and State Board Rules governing charter schools
 - The guiding principles and purposes of a charter school
 - The charter school application process including the application submission deadline and timelines for approval or denial of a charter
 - Identification of the model charter application and evaluation instrument developed by the Department
 - Techniques for writing goals and objectives for student achievement
 - Sponsor, charter school, and governing board responsibilities
 - Sponsor duties and services available to the charter school

- Applicant training shall discuss developing business plans and, at a minimum, describe the purpose and content of the following business plan elements: marketing plan, management plan, operations plan, facility plan, and financial plan.

- Applicant training shall provide instruction in accurate financial planning that describes:
 - How charter schools are funded
 - Methods for projecting student enrollment
 - Florida Educational Finance Program funding and how to use the Revenue Estimating Worksheet
 - Estimating costs and expenditures related to classroom instruction, instructional support services, governing board support services, school administration, facilities acquisition, fiscal services, plant operations, pupil transportation, and food services

- Applicant training shall provide instruction in good business practice that includes:
 - A description of the government accounting model, internal controls, and separation of duties
 - Identification of the Financial and Program Cost Accounting and Reporting for Florida Schools manual (Redbook) and where it can be found
 - A summary of charter school audit requirements

- Applicant training shall identify the types and amounts of state and federal financial assistance a charter school may be eligible to receive which shall include, at a minimum, a summary of the following:
 - The allocation of Title 1 and IDEA funding and services
 - Eligibility and requirements for capital outlay funds
 - Summary of the Federal Charter Schools Program Grant and eligibility requirements

I hereby certify that the training standards of _____ (sponsor) meet or exceed the standards developed by the Department of Education listed above. Furthermore, I certify that the sponsor's training will be administered in accordance with s. 1002.33(6)(g), F.S., and Rule 6A-6.0785, F.A.C.

Charter School District Contact Signature

Date

District Superintendent Signature

Date