

Approved Online Learning Provider Three-Year Review Process

[Minnesota Statutes, section 124D.095: Online Learning Option Act \(Subdivision 7\)](#) charges the Minnesota Department of Education with oversight and implementation of a rigorous standards-based process for initial approval as well as ongoing approval of each public online learning provider.

“The commissioner, using research-based standards of quality for online learning programs, must review all approved online learning providers on a cyclical three-year basis. Approved online learning providers annually must submit program data to, confirm statements of assurances for, and provide program updates including a current course list to the commissioner.”

Approved Provider Three-Year Review Process

Step 1: Annual Update, program data and renewal of assurances.

- All approved providers submit to MDE on or before July 15 at the end of each fiscal year;
- The Annual Update, program data and renewal of assurances form may be viewed or downloaded from the [Online Learning web page](#).

Step 2: Curriculum Reliability, review of ISEEK course information.

- All approved providers review, update, and submit course information annually. Results are communicated in the Annual Update;
- OLL Providers may review ISEEK Inventory through the [MnLearning Commons web site](#);
- OLL Providers may add, update, and/or delete course information on ISEEK.

For instructions on how to keep ISEEK inventory up-to-date, contact Deborah W. Proctor, Online & Digital Learning Specialist: deborah.proctor@state.mn.us 651-582-8328.

Step 3: Self-Study Report, for renewal of department approval.

- Annual Update and Curriculum Reliability steps in each year of operation;
- Cyclical review of OLL Providers to take place every third year of operation as an approved provider;

- Approved Providers will receive a letter from the Minnesota Department of Education (MDE) confirming the due date of their Self-Study Reports. MDE will maintain a public list of the three year review dates and initial approval dates of OLL Providers;
- Provider Self-Study Reports are due August 1 (year provided in the reminder letter). Providers please follow this hyperlink to download the Self Study Report Project Site;
- All providers are encouraged to use data gathered from other forms (Steps 1 and 2 above) submitted to MDE as demonstration of compliance as well as other accountability performance measures for the system. [View the Data Reports and Analytics web page.](#)

All MDE approved OLL Providers engage in an iterative review process. The diagram illustrates the process to follow.

