



# 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