

Florida Postsecondary Comprehensive Transition Program

APPLICATION PACKET FOR ELIGIBLE INSTITUTIONS 2017 – 18

~ FPCTP applications are accepted year round on a rolling basis ~

Submit a hard copy of the completed application to:

Florida Center for Students with Unique Abilities
Attention: Paula D. Kohler, PhD.
University of Central Florida – 420 Teaching Academy
4000 Central Florida Blvd.
P.O. Box 161250
Orlando, FL 32816-1250

AND

Submit an electronic file of the completed application to:

fcsua@ucf.edu and
paula.kohler@ucf.edu

Florida Postsecondary Comprehensive Transition Program (FPCTP) Application

INSTRUCTIONS

The Florida Postsecondary Comprehensive Transition Program Act (the Act) (FS 1004.6495) established the Florida Center for Students with Unique Abilities (FCSUA) at the University of Central Florida (the Center) and charged the Center with managing the Florida Postsecondary Comprehensive Transition Program (FPCTP) application and approval process. The Act also established criteria for FPCTP approval, scholarship awards for eligible students to attend approved programs, and accountability requirements associated with program renewal and scholarship awards. Applications are accepted on a rolling basis with no specific deadline for submission. We will review your application within 30 days of receiving a complete application packet as described in these instructions.

This packet includes the following:

- ▶ Institutional eligibility requirements and responsibilities specified in the Act.
- ▶ Student eligibility criteria.
- ▶ Required FPCTP elements – use the separate Word file (FPCTP Application_FORM_Fall 2017) to describe the FPCTP elements of your proposed program.

Institution Eligibility and Responsibilities

Section 6 of the Act specifies:

(a) To offer an FPCTP, the president or executive director of an eligible institution, as applicable, must submit to the center, by a date established by the center, the following:

- 1. An application for approval of a comprehensive transition program proposed by the eligible institution, **which must be approved by the institution's governing board** (emphasis added) and must address the requirements of the federal comprehensive transition and postsecondary program under 20 U.S.C. s. 1140 and the requirements of this section.*
- 2. Documented evidence that the institution currently offers a federally approved **comprehensive transition and postsecondary program** that is eligible for federal student aid programs, documented evidence of the submission of an application for such federal approval of a program proposed by the institution, or documentation demonstrating the commitment of the institution's governing board to submit an application within the subsequent academic year for federal approval of a program pursuant to 20 U.S.C. s. 1140.*

(b) An eligible institution may submit an application to the center for approval pursuant to the requirements of this section for implementation of the FPCTP no later than the academic year immediately following the academic year during which the approval is granted. An eligible institution must submit a renewal application to the center no later than 3 years following the year during which the approval is initially granted.

(c) By August 1 of each year, an eligible institution that has an FPCTP shall submit an annual report to the center which, at a minimum, for the prior academic year, addresses the following performance indicators:

- 1. Efforts to recruit students in the FPCTP and the number of students enrolled in the program.*
- 2. Efforts to retain students in the FPCTP and the retention rate of students in the program.*
- 3. The completion rate of students enrolled in the FPCTP and related courses, as applicable.*
- 4. Transition success of students who complete the FPCTP, as measured by employment rates and salary levels at 1 year and 5 years after completion.*
- 5. Other performance indicators identified by the center pursuant to subsection (8).*

(d) An eligible institution shall notify students with intellectual disabilities and their parents of the student eligibility requirements specified in subsection (4) and the scholarship requirements and eligibility requirements specified in subsection (7).

The required annual report templates are available on our website at http://fcsua.org/l_eval_report.php. Please review these in advance to allow for timely data collection and submission of the FPCTP Annual Report, due each year by August 1.

Student Eligibility

Section 4 of the Act specifies:

To be eligible to enroll in an FPCTP at an eligible institution, a student must, as determined by the institution, based on guidelines established by the center:

(a) Be a "student with an intellectual disability" as that term is defined in 20 U.S.C. s. 1140(2), including, but not limited to, a transitional student.

(b) Physically attend the eligible institution.

(c) Submit to the eligible institution documentation regarding his or her intellectual disability. Such documentation may include, but need not be limited to, a current individualized plan for employment associated with a review completed pursuant to s. 413.20(3) or a diagnosis from a physician who is licensed under chapter 458 or chapter 459 or a psychologist licensed under chapter 490.

The eligible institution is responsible for determining the student's initial and continuing eligibility to receive a FPCTP Scholarship; and for defining, in keeping with the Center's guidelines and requirements, *satisfactory academic progress* for its FPCTP students.

Program Criteria

The remainder of this packet includes the required program elements to be included in an eligible institution's application for FPCTP approval. Contact the Florida Center for Students with Unique Abilities at 407-823-5225 or fcsua@ucf.edu for assistance in completing your institution's application.

Florida Postsecondary Comprehensive Transition Program (FPCTP) Application

Institutional Information and Contacts

1. Name of institution submitting this FPCTP application:

2. Type of institution:
 - University within Florida State University System
 - College within Florida College System
 - Career center
 - Charter technical career center
 - Independent college
 - Independent university

3. Proposed FPCT Program name:

4. Name of institution's president or executive director submitting this application and certifying that the program has been approved by the institution's governing board:

5. Institution's president or executive director contact information:
 - a. Email Address:
 - b. Telephone number:
 - c. Fax number
 - d. Mailing address:

6. Date of governing board's approval:

7. Name of program director/responsible party preparing this application:
8. Program director/responsible party contact information:
- a. Email Address:
 - b. Telephone number:
 - c. Fax number
 - d. Mailing address:
9. Select the option that describes the program for which the FPCTP application is being submitted:
- A new program at the institution.
 - An existing program at the institution
10. Enter the number of students enrolled and projected to enroll:
- 2017 – 18 (enter NA if this application is for a new program)
 - 2018 – 19 projected enrollment
11. If available, does the institution intend to apply for either of the following resources (select **one** option)?
- A start-up grant to establish the FPCTP proposed in this application
 - An enhancement grant for an existing program to improve and or expand program options or meet FPCTP requirements as proposed in this application
 - The institution does not intend to seek either of these resources

CONTINUE TO THE NEXT PAGE

Federal and Florida-Specific Programmatic Requirements for Approval as an FPCTP

One purpose of the Florida Postsecondary Comprehensive Transition Program Act is “that students with intellectual disabilities and students with disabilities have access to meaningful postsecondary education credentials and be afforded the opportunity to have a meaningful campus experience” (FS 1004.6495 S(2)). This part of the application focuses on how the institution will identify and verify eligible students and deliver the programmatic elements required of a FPCTP. Please provide a description of these elements in the following sections.

A. Student Eligibility and Admission

1. Describe how students with intellectual disabilities are/will be *recruited* to enroll in the proposed FPCT program.

2. Identify the process through which student *eligibility will be verified*, including the documentation used to determine eligibility: (a) process and documentation and (b) name and title of the individual who will make the eligibility determination.
 - a. Process and documentation to determine eligibility:

 - b. Name and title of individual (or group) who makes eligibility of determination:

3. Describe how the final decision to *admit* students with intellectual disabilities to the FPCTP will be made: (a) the criteria used and (b) who makes the final admission decision.
 - a. Criteria used to make admission decision:

 - b. Name and title of individual (or group) who makes the final admission decision:

B. Status of Federal Title IV Approval as a Comprehensive Transition and Postsecondary Program Eligible for Federal Student Aid

1. Please select the option that best describes the status of the institution's application for a federally approved comprehensive transition and postsecondary program (pursuant to 20 U.S.C. s. 1140) (check appropriate response).

_____ The institution has received federal approval for the proposed program and the **approved application materials and documentation, including the letter to the institution's accrediting body, are attached** to this application.

_____ The institution has submitted an application for a federally approved program and is awaiting a decision. The application, **including the letter to the institution's accrediting body, is attached** to this application, and was submitted for federal approval on this date: _____.

_____ The institution's application for federal approval is in development and has not yet been submitted. Answer a. below and b. or c.

- a. _____ The institution plans to submit the federal application no later than the following date: _____
- b. _____ The draft federal application is attached to this application.
- c. _____ A draft federal application is not yet complete

C. Florida Specific Requirements for Approval as an FPCTP. These practices must support students with intellectual disabilities who are seeking to continue academic, career and technical, and independent living instruction as well as prepare students for gainful employment.

1. Identify the credential (or credential options if more than one) to be awarded to eligible students upon successful completion of the program.
2. Provide a brief summary of the program (like an abstract), including the general aims and approach(es) to prepare students with intellectual disabilities for employment.

3. Describe how **assessment** of students' interests, skills, and needs is conducted and used to identify a student's targeted credential and develop his/her "course of study."

4. Describe the program's **advising structure**.

5. Describe the program **curriculum**:
 - a. Describe the length of the program.

 - b. Do students enrolled in the program have opportunities to earn industry certification(s)? If so, describe.

 - c. How is *half-time basis* defined at the institution? How do students enrolled in the program meet the requirement "to participate on not less than a half-time basis"?

6. The FPCTP Act requires that students with intellectual disabilities are socially and academically integrated, to the maximum extent possible, with nondisabled students. Describe how students enrolled in your program participate in one or more of the following activities **with nondisabled students**:
 - a. Regular enrollment in **credit-bearing courses**

 - b. **Auditing** or participating in courses for which the student does not receive academic credit

 - c. Enrollment in **noncredit-bearing, nondegree** courses

 - d. **Internships** or work-based learning

7. Describe the program's plan for **partnerships with businesses** to promote experiential training and employment opportunities for students with intellectual disabilities.
8. Describe the **employment opportunities** available through the program to students while enrolled in the program.
9. Describe how the program connects students to **employment opportunities** upon successful completion of the program.
10. What are the **performance indicators** used to determine a student's *satisfactory academic progress*?
11. What are the **performance indicators** to be used to measure the FPCTP's success (e.g., # applicants, admissions rate, enrollment, student retention, students meeting satisfactory academic performance, course completion, program completion, increased student skills, post-program employment rate of students who successfully completed the program, wage level of students who successfully completed the program, industry certifications earned)?
12. Briefly describe the individual(s) responsible for collecting the data regarding the program's performance indicators, and when and how the data are/will be collected and used for program improvement.
13. Briefly describe the institution's 5-year plan for the program regarding:
 - a. Projected enrollment – Does the institution expect enrollment in the FPCTP to increase over the next 5 years? If so, what are the current projections for enrollment **each year** through 2022-23?
 - b. Sustainability – How will the institution operate the FPCTP the next 5 years in terms of funding, staff, and other operational expectations?

- c. From what sources of funding will the institution draw upon to sustain the program and support student participation (such as private donations or sponsorships, scholarships, grant funding, etc.).

Institutional Approvals

Submission of this application indicates institutional commitment to implement the proposed program (or improve an existing program as described herein) aligned with the requirements of the Florida Postsecondary Comprehensive Transition Program Act, no later than the academic year immediately following the academic year during which the FPCTP approval is granted. To maintain approval status and student eligibility to receive FPCTP scholarships, an institution must submit a renewal application to the Florida Center for Students with Unique Abilities no later than 3 years following the year during which the approval is initially granted (FS 1004.6495 s.6[b]).

- 1. Signature of the program director/responsible party preparing the application:

Signature

Date

Print name

- 2. Attach a letter from the institution’s president or executive director that indicates **agreement with and commitment to the proposed FPCTP application and identifies the specific date the program (including any credential developed specifically for this program)** was approved by the institution’s governing board.

NOTE: An applicant may add appendices to this application “form” as needed to attach additional materials, including but not limited to the following:

- ▶ President’s or executive director’s letter of commitment
- ▶ Application for federal approval as a comprehensive transition and postsecondary program, including the letter to the institution’s accrediting body
- ▶ Program recruitment and admissions materials
- ▶ Curriculum materials
- ▶ Industry certification materials
- ▶ Agreement with business partners regarding internships and or work-based learning
- ▶ Program evaluation plan
- ▶ Other materials as needed