
Florida Postsecondary Comprehensive Transition Programs (FPCTPs): New and Renewal Applications

INSTRUCTIONS

Effective December 1, 2024

FPCTP applications are accepted year round on a rolling basis

Complete and submit your application electronically via the FCSUA online portal.

- ▶ To establish a site within the FCSUA Community through which FPCTP applications and grant proposals are submitted, contact FCSUA as indicated below.
- ▶ If you want feedback regarding your proposed program, submit a draft for review.
- ▶ The status of your application will be indicated on your dashboard.
- ▶ To submit an application, you must enter the contact information for your president, superintendent, or whomever is considered the CEO of your institution.
- ▶ When you submit your finished proposal, the primary program contact or other designated individual will receive an email prompting to sign it electronically.
- ▶ Please don't hesitate to call the FCSUA if you have questions or need assistance.

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Florida Postsecondary Comprehensive Transition Program (FPCTP) Application

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. Within 30 days of final submission via the FCSUA Community, we will review your application.

This document includes the following:

- ▶ Institutional eligibility requirements and responsibilities specified in the Act.
- ▶ Student eligibility criteria.
- ▶ Required FPCTP elements.
- ▶ Differences in INITIAL (new programs) and RENEWAL applications.
- ▶ Required supplemental materials

Institution Eligibility and Responsibilities

Section 3 of the Act specifies:

- (c) *"Eligible institution" means a state university; a Florida College System institution; a career center; a charter technical career center; or an independent college or university that is located and chartered in this state, is not for profit, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, and is eligible to participate in the William L. Boyd, IV, Florida Resident Access Grant Program.*

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 July 1 and 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).*

Program, student, and completer information reports are submitted via the FCSUA Community. The Program Information report is due **July 1** each year, while students' and completers' information reports are due **August 1**. Any approved FPCTP is encouraged to access and review the forms in the FCSUA Community in advance to allow for timely data collection and submission of FPCTP reports.

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.

As indicated, the FCSUA does not determine the eligibility of your FPCTP students – that is the responsibility of the institution. The institution should retain the appropriate documentation regarding a student's eligibility determination in case further verification is needed.

Application Criteria

The application forms for new FPCTPs and renewing FPCTPs are very similar, but institutional staff must use the format for the type of application they are submitting:

New FPCTP Applications:

Program developers may want to use a Word document to describe the program elements required for the approval as a Florida Postsecondary Comprehensive Transition Program and then transfer the information into the appropriate sections in the FCSUA Community. Users can see the questions in the application form by clicking on **New** under the FPCTP Application tab. Users can

exit out of the form without saving it. The empty application will not be saved unless a user clicks on **Save** at the bottom of the screen.

Renewal FPCTP Application:

Program developers may also want to use a Word document to describe the program elements required for **renewal** as a Florida Postsecondary Comprehensive Transition Program and then transfer the information into the appropriate sections in the FCSUA Community. Users can see the questions in the application form by clicking on **New** under the FPCTP Application tab. User can exit out of the form without saving it. The empty application will not be saved unless a user clicks on **Save** at the bottom of the screen. Program developers submitting **renewal** applications must provide additional information regarding their current FPCTP as follows:

Summary of evaluation data and student outcomes – Describe the outcomes experienced by your FPCTP students during your initial three-year program. What proportion of your students made SAP, completed their programs, participated in work experiences and internships, achieved employment, etc.? Your summary of evaluation findings and student outcomes should provide support for any program changes, such as enhancements, expansion, and or improvements.

Summary of program changes – Describe any changes you are planning for the FPCTP and the rationale for making these changes.

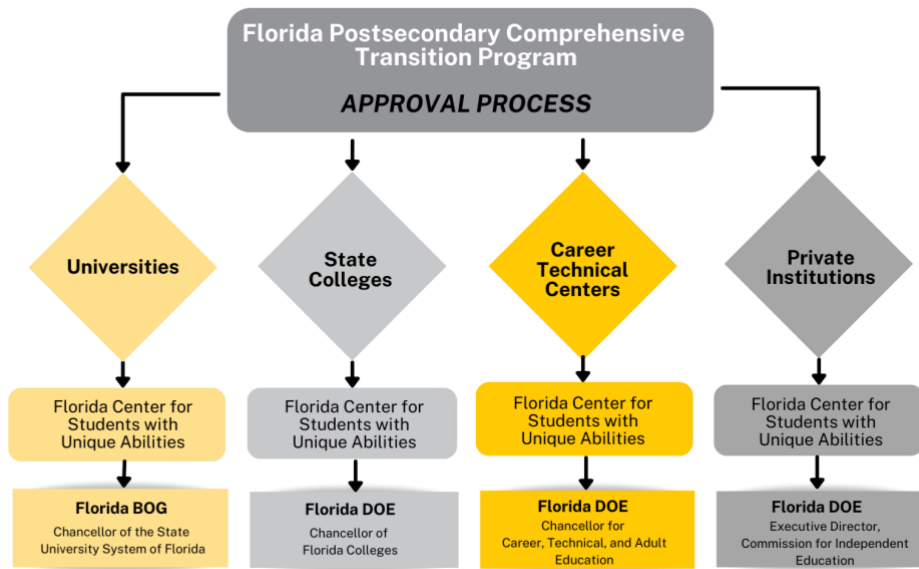
Supplemental Application Materials

- ▶ **New** FPCTP applications must upload evidence that the institution’s governing board has approved the proposed FPCTP (e.g., official minutes that include the board’s action regarding the program).
- ▶ **Renewal** FPCTP applications must upload evidence of continuing support by the institution’s governing board. This documentation may take several forms, as long as it conveys support for the FPCTP. Such forms may include approval documentation from the board’s academic and student affairs committee, the board’s executive committee, the board’s chairperson, or other form of communication indicating continued support of the FPCTP.
- ▶ All applications – **new and renewal** – must include the president's, superintendent's or CEO's letter of commitment. This letter must reference the governing board’s approval/support and the date approval/support was provided. For **new** applications, the date is the date of the board’s meeting during which the proposed FPCTP was approved. For **renewal** applications, this is the date that the board acknowledged continuing support for the proposed FPCTP.
- ▶ Applications must also include a copy of the institution’s Federal CTP application materials and documentation (including the letter to the institution’s accrediting body), if applicable.
- ▶ Additional materials including but not limited to the following may be provided:
 - ▶ 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

Program Approval

As indicated in this figure, all applications to become an approved FPCTP must be submitted to the Florida Center for Students with Unique Abilities, via the FCSUA Community. The Center will provide feedback regarding the application within 30 days of receipt. The Center is committed to working with each eligible institution to develop a program that meets the parameters established in the Act, according to the specified timeline, so that the program can be recommended for final approval to the relevant State agency. The program approval process flows as follows.



Private, non-profit colleges and universities, accredited by SACS, are eligible institutions. Contact FCSUA for information regarding the approval process.