

Florida Center for Students with
UNIQUE ABILITIES

FPCTP New Applications in FCSUA's Online Portal

FCSUA Team



Today

- ▶ FPCTP new applications
 - Brief overview
 - Supplemental material requirements
- ▶ Using the FCSUA portal: Applications ONLY - Part 2

FPCT Programs

- ▶ Focus on employment outcomes
- ▶ **Inclusive contexts**
- ▶ No less than **half-time enrollment**
- ▶ Meaningful credential, industry certification
- ▶ Requires definition of *satisfactory academic progress (SAP)*
- ▶ Requires federal comprehensive transition and postsecondary program application

Approved FPCTPs and Other Institutions Serving Students with Intellectual Disabilities

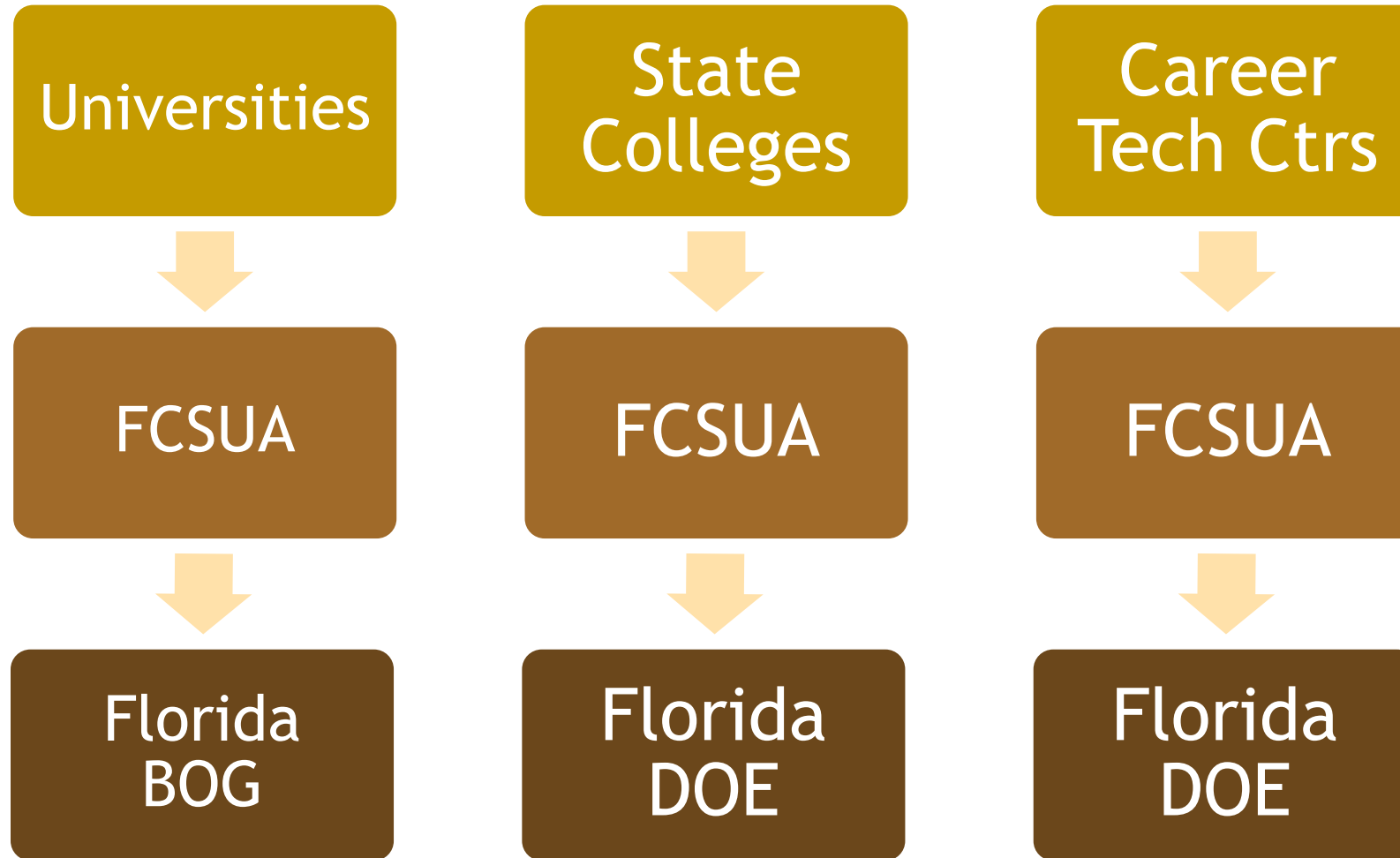
https://fcsua.org/E_postsecondary.php

FPCTP Important Timeframes

- ▶ FPCTP applications
 - Accepted year round
 - Initial approval = 3 years
 - Renewal approval = 5 years
 - Full implementation = no later than year following program approval

- ▶ Submission of Federal CTP application
 - No later than year following program approval

FPCTP Approval Process



FPCTP Application Content

- ▶ Recruiting, admitting, assessing, advising students
- ▶ Credential(s)
- ▶ Scope and sequence of curriculum (by term)
- ▶ Institution's definition of *half-time enrollment*
- ▶ Description of *inclusive settings*
- ▶ Partnerships
- ▶ Sustainability

Required Supplemental Materials

- ▶ New requirement
 - **New FPCTP applications must include 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).**

Required Supplemental Materials

- ▶ New requirement
- ▶ **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.

Required Supplemental Materials

- ▶ 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.

Required Supplemental Materials

- ▶ 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), as applicable.

New Applications - Contact FCSUA

- ▶ Request site in FCSUA's online portal
 - Send an email
 - Receive a welcome email with instructions
- ▶ Always start with Word file

FPCTP Application Process

- ▶ Most of the content is prepared in the portal
- ▶ Required supplemental docs are uploaded
- ▶ File types include Word, PDF, Excel
- ▶ Tables do not load
- ▶ You will receive email notifications about status

FPCTP Application Process

- ▶ The same basic application for **new and renewal FPCTPS**
- ▶ Renewal applications are prompted to answer additional questions under *Program History*
 - Summary of program changes
 - Summary of evaluation findings and student outcomes

Key Features

- ▶ Institutional profile with contacts
- ▶ Application
- ▶ Grant
- ▶ Scholarships
- ▶ Annual reports
- ▶ Contact us

Must enter to
start
application!

First Time Log In

Fill Institution Information Add Roles

You must complete this institutional information before you can proceed to fill out applications or requests.

Institution Name	Account Fax	<input type="text"/>	Program Site Street	<input type="text"/>
<input type="text" value="Webinar"/>			<input type="text" value="Program Site Street"/>	<input type="text"/>
Parent Institution	Website	<input type="text"/>	Program Site City	Program Site State/Province
<input type="text" value="Search Accounts..."/>			<input type="text" value="Program Site City"/>	<input type="text" value="Program Site State/Province"/>
			Program Site Zip/Postal Code	Program Site Country
			<input type="text" value="Program Site Zip/Postal Code"/>	<input type="text" value="Program Site Country"/>
			Phone	<input type="text"/>

Submission Buttons

Save

Submit Draft for FCSUA Review

Submit for FCSUA Approval

Close

Status of Submissions

- ▶ Save—for drafts and recent changes
- ▶ Draft Under Review—looking for feedback
- ▶ Updates needed—after FCSUA review
- ▶ Submitted to FCSUA—seeking approval
- ▶ Submitted for State Approval—approved at FCSUA
- ▶ Final Approval Granted—approved at state level

FCSUA Portal

- ▶ <https://fcsua.force.com/>

Questions?



Contact Us/Follow Us

- ▶ Telephone 407-823-5225
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- ▶ Facebook: @FloridaCSUA
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