

New School Operator Training

for New Florida Charter Schools

New Online Platform

As a result of the social distancing guidelines put in place by the Federal Government, the Florida Department of Education has cancelled the in-person 2020 Charter School Applicant Training. However, state law still requires this training be completed by the school's administrator and Chief Financial Officer (or their equivalents), at least 30-days prior to the opening of the school. Therefore, the Department is partnering with the Charter Support Unit to provide this training through an online learning platform.

The course will open on Monday, May 4, and will be available through Friday, May 29. However, you will have two weeks once you start the first session to complete the entire training course. It's important to NOTE that completion of the entire training course requires participants to view all content within each recorded session and to complete the question sets after each session. ***The questions sets must be completed in order for the participant to be issued a Certificate of Completion.*** You must receive a *Certificate of Completion* as confirmation of meeting Section 1002.33(6)(f)2., F.S., which must be presented to your district sponsor. Therefore we request that you complete the course by May 29 so we can process the necessary certificates.

If you have any questions or difficulties with accessing the online course, please contact the Charter Support Unit by calling (727) 286-3185. You can also email Curtis Fuller at cfuller@charter.support.

You may also contact Yolanda Miranda-Hill at the Department for additional information:

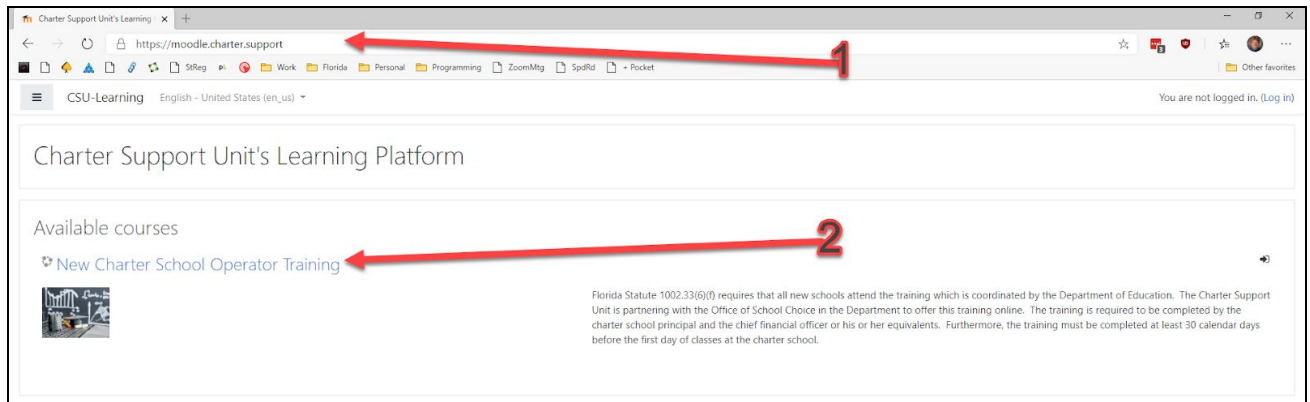
Yolanda Miranda-Hill

Yolanda.Miranda-Hill@fldoe.org

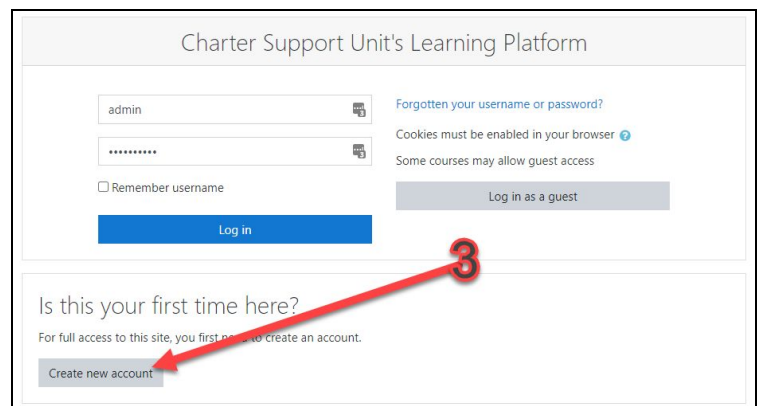
(850) 245-9077 (Direct)

Step by Step Guide To Joining The Course

1. Go to <https://moodle.charter.support/>
2. Click on the “New Charter School Operator Training”



3. Click “Create new account”



4. Enter your information to create your account then click “Create my new account”

The screenshot shows the "New account" registration form on the Moodle Charter Support Unit's Learning Platform. The page title is "Charter Support Unit's Learning Platform". The form is titled "New account" and has a "Collapse all" link. Under the "Choose your username and password" section, there are fields for "Username" (containing "johndoe") and "Password" (containing "*****"). Below the password field, there is a note: "The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #". Under the "More details" section, there are fields for "Email address" (containing "cfuller@charterschoolcorp.org"), "Email (again)" (containing "cfuller@charterschoolcorp.org"), "First name" (containing "John"), "Last name" (containing "Doe"), "City/town" (containing "Tallahassee"), and "Country" (containing "United States"). At the bottom of the form, there are two buttons: "Create my new account" and "Cancel". A red arrow points to the "Create my new account" button. At the very bottom, there is a note: "There are required fields in this form marked with a red circle icon."

5. Enter your information to create your account then click “Create my new account”

Charter Support Unit's Learning Platform

New account Collapse all

Choose your username and password

Username ! johndoe

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Password !

More details

Email address ! cfuller@charterschoolcorp.org

Email (again) ! cfuller@charterschoolcorp.org

First name ! John

Last name ! Doe

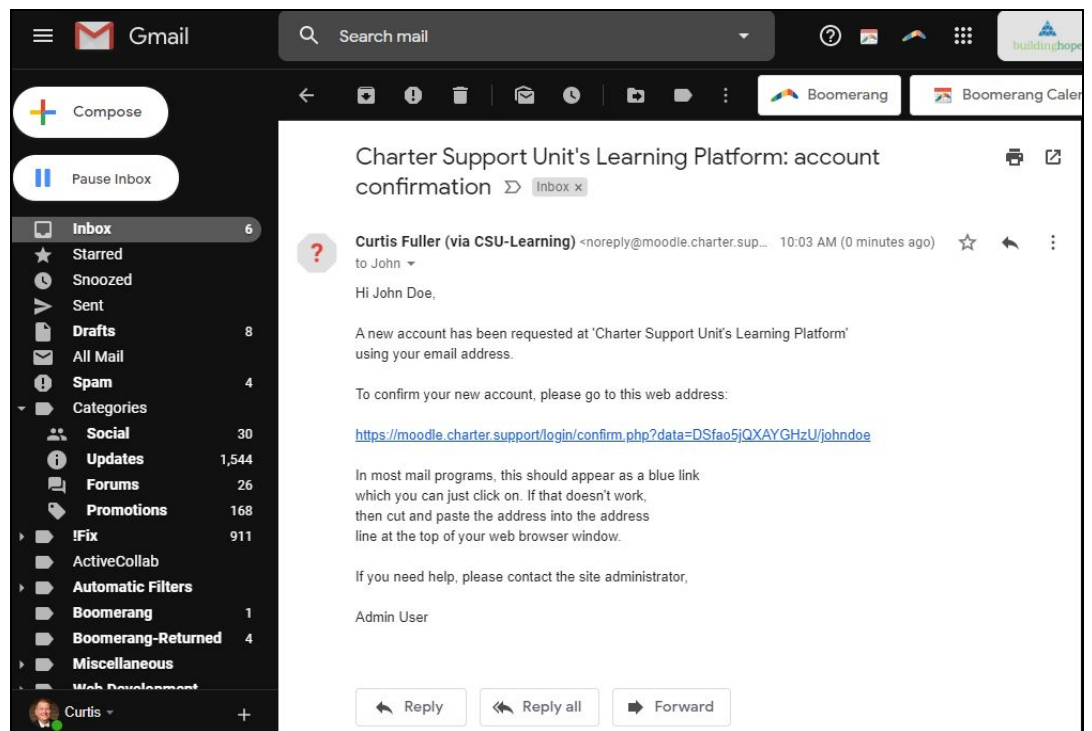
City/town Tallahassee

Country United States

[Create my new account](#) [Cancel](#)

There are required fields in this form marked !.

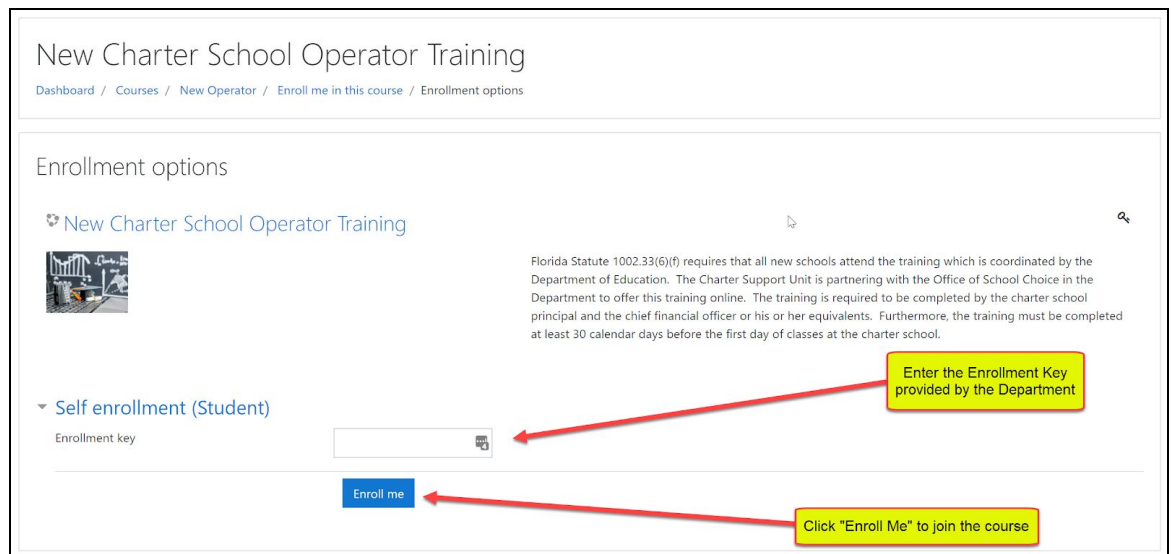
6. Check your email to confirm your email address, and click the link on the email you receive. (NOTE -- if you don't see it in your inbox, be sure to check your spam/junk folder, as it may end up there).



7. Click “Continue” on the confirmation screen and you should return to the list of courses.



8. You should see the “New School Operator Training” and an “Enroll Me” button at the bottom of the screen. You should also see an “Enrollment Key” field. Use the Enrollment Key provided by the Department of Education, and then click on the “Enroll Me” button to join the course.



9. You are now enrolled in the course, and will be given a brief tour of how to use the learning platform.