

HQIM in English Language Arts: Core Curriculum and Instructional Materials Request for Applications

FREQUENTLY ASKED QUESTIONS FOR INTERESTED APPLICANTS

1. When can eligible applicants submit materials for consideration?

Applications are due by 4 p.m. EST on **November 1, 2024**. Incomplete submissions or late applications may not be considered.

2. How can an eligible applicant indicate their interest or intent to submit an application?

If an applicant meets the eligibility criteria identified in the request for applications and would like to submit an application, an intent to apply is required. Emails to the Ohio Department of Education and Workforce stating intent to submit for review are not considered a substitute for submitting an Intent to Apply. Applicants must submit an **Intent to Apply Form** by 4:00 p.m. Eastern on **October 18, 2024**, in order to receive access to the submission and document upload system. Instructions on submitting required application materials will be provided following submission and confirmation of the Intent to Apply Form. Incomplete or late submissions of the Intent to Apply may not be confirmed.

Interested applicants are encouraged to submit their Intent to Apply well in advance of the requested date to allow for sufficient time to access the submission link before the application deadline and to allow the Department to adequately plan for the review process.

Submission of the Intent to Apply does not guarantee programs will be approved for inclusion on the list. Programs must meet the criteria set forth in the request for applications under the program application and review for inclusion on the approved list.

3. What is the anticipated timeline for applicant approval?

The Department anticipates notifying applicants of approval or denial of Phase 1 Technical Review in December 2024, with approval or denial of Phase 2 Quality Review in late January 2025. It is anticipated that the appeals period will take place in late January – February 2025, with the publication of the full approved list in late March 2025.

The Department will make every effort to meet this timeline, but variation may occur. Applicants are encouraged to check the Department’s webpage frequently for updated information.

4. How can an eligible applicant submit an application?

Once the Department receives and confirms an Intent to Apply, the applicant will receive access to the submission and document upload system. Entities interested in participating in the review process must

submit an application to be reviewed. Applications will undergo a Technical Review, and if approved will move to Quality Review of materials.

5. If an applicant is denied, will any feedback from the Department’s review be provided?

If materials are not approved for inclusion on the approved list following the Phase 2 review, the applicant may submit a written appeal to the Department no later than ten business days after receiving notification. Grounds for written appeal will be limited to an explanation of why the submission met the evaluation criteria that was identified and posted by the Department. Entities with materials not receiving approval will receive explanatory notes and a scoring summary from the Department.

6. When will the Department’s next application cycle for core curriculum and instructional materials in English language arts occur?

The Department anticipates conducting bi-annual review cycles with the next review cycle occurring during the 2026-2027 school year. Future application and review cycles will be noted on the [High-Quality Instructional Materials in English Language Arts](#) webpage.

7. If materials have been or are in the process of being reviewed as part of the request for applications for reading intervention programs, can the same materials be submitted for core curriculum and instructional materials in English language arts review?

There is no requirement that materials only be evaluated for only one of the Department’s approved lists. If an applicant submitted a program for consideration in the reading intervention program review and feels that it also meets the requirements and criteria set forth for the core curriculum and instructional materials review in English language arts, the applicant may submit an application for review of their materials.

Applicants are encouraged to review the requirements and review criteria in the request for applications, including the appropriate rubrics for each review (Prekindergarten, K-5 Limited Review, K-5 Comprehensive Review) for more information on the specific indicators related to program features and instructional design components that will be evaluated.

8. Are applicants permitted to submit additional evidence or documentation beyond what the Department has requested to support the application?

No additional documents or materials are permitted outside the application documents referenced in the request for applications. All information entered on application documents must be in Source Sans Pro font, size 12. No images or graphics are permitted on application documents provided by the Department. No hyperlinks to Google Drive, SharePoint, or file storage and/or retrieval sites are permitted on application documents.

All application files must be submitted in PDF format, with individual files not to exceed 100 MB. The following formats are **not** acceptable submission:

- Online access to Google Drive or SharePoint files.
- Online access to Dropbox or document retrieval sites.

- Uploaded documents in any format other than PDF.

9. Are applicants permitted to submit more than one file or document if the required submission element exceeds the file size limit?

One of the required application documents is program materials, if submitting as a PDF file instead of as access to the program or applicant’s digital platform. If an applicant’s program materials documentation exceeds 100 MB as a single file, multiple submitted documents are permitted for program materials **only**. Submitted application documents for program materials must follow the naming convention set forth in the Request for Application with numerical indicators of the order of documentation, if submitting more than one file. For example:

- Submission ID_Program Name_Year_Program Materials1
- Submission ID_Program Name_Year_Program Materials2

10. Applicants must attest to understanding of Ohio’s Textbook Pricing and Accessibility Compliant Policies. Are all approved core curriculum and instructional materials in English language arts subject to this policy?

Publishers and applicants are responsible for determining whether their program or materials are subject to Ohio’s Textbook Pricing and Accessibility Compliant Policies. Publishers and applicants may wish to consult with the districts they serve when evaluating whether their program or materials are subject to these policies and eligible for adoption and purchase by those districts. These policies may apply to publishers or applicants seeking approval for the list of approved core curriculum and instructional materials in English language arts. The Department encourages applicants requesting to be placed on the list to review chapter [3329.01](#) of the Ohio Revised Code and division [3301-51-21](#) of the Ohio Administrative Code carefully to assess the applicability of those requirements to their materials so that districts and schools have the option of purchasing them should the program or materials be approved for inclusion on the approved list. Applicants are responsible for ensuring compliance with Ohio’s Textbook Pricing and Accessibility Compliant Policies if applicable to the program or materials that are included on the approved list of core curriculum and instructional materials in English language arts.

Applicants that have materials included on the Department’s approved list of core curriculum and instructional materials in English language arts must also request to be placed on the Pricing and Accessibility Compliant List, if applicable. More information about requirements for the [adoption and purchase of textbooks](#) is available on the Department’s website. For more information, please contact Lacey Snoke at Lacey.Snoke@education.ohio.gov.

11. Do approved core curriculum and instructional materials in English language arts need to be printed programs or are digital programs permitted?

State law does not require approved core curriculum and instructional materials in English language arts to be in a particular form or medium, such as print, digital, or electronic. The Department will accept applications for the approved list of core curriculum and instructional materials in English language arts in printed, digital, or electronic form, but applications and program materials must be submitted in digital or online format as PDF files as described in the Request for Applications.

Applicants are encouraged to review the requirements and review criteria in the request for applications, including the appropriate rubrics for each review (Prekindergarten, K-5 Limited Review, K-5 Comprehensive Review) for more information on the specific indicators related to program features and instructional design components that will be evaluated.

12. If materials in kindergarten-grade 5 are not rated on EdReports, are the materials eligible to be reviewed?

The following kindergarten-grade 5 core curriculum and instructional materials that meet expectations on EdReports are eligible for a Limited Review for inclusion on the list of approved materials.

- K-2 Core Foundational Skills
- K-2 Core Comprehensive English Language Arts
- 3-5 Core Comprehensive English Language Arts

The following kindergarten-grade 5 core curriculum and instructional materials that partially meet expectations on EdReports, or are not currently reviewed on EdReports, are eligible for a Comprehensive Review for inclusion on the list of approved materials.

- K-2 Foundational Skills
- K-2 Core No Foundational Skills
- K-2 Core Comprehensive English Language Arts
- 3-5 Core Comprehensive English Language Arts

13. If an applicant's materials are available for some but not all grade levels encompassed in the approved list, can the applicant still apply?

Applicants should indicate on their application the individual grade levels the materials address and for which grade bands approval is sought. Materials that span across grade bands should seek approval in both grade bands. Materials are intended to be reviewed and approved for all grade levels within a grade band (prekindergarten, kindergarten-grade 2, and grades 3-5). For this review cycle only, applicants that were approved for individual grade levels following the 2023-2024 review cycle, but not the whole band, may submit materials for approval of remaining grade levels within that band. For example, materials that are currently approved for kindergarten only may submit an application for the materials for grades 1 and 2. Materials may not be approved for individual grade levels within a band if the materials' instructional programming only extends for specific grade levels within that band.

14. How will single-literacy component instructional materials be evaluated?

The Department’s approved list of core curriculum and instructional materials includes core foundational skills programs that provide comprehensive instruction in standards for foundational skills, including phonological awareness, phonics, fluency and spelling. Core foundational skills programs must be paired with a core comprehensive program or a core no foundational skills instructional program.

Single-literacy component instructional materials, including materials that do not provide instruction in the full breadth of foundational skills standards, are not eligible for the core curriculum and instructional materials review process.

The Department will develop guidance for districts and community schools on the use of single-literacy component instructional materials that are designed to be used in conjunction with high-quality core curriculum and instructional materials, based on data and student skill needs, that align with the science of reading and effective strategies for literacy instruction.

15. What support is available for interested applicants?

In addition to this set of frequently asked questions, interested applicants may direct questions about application or submission requirements to ELAMaterialsReview@education.ohio.gov. A recording of the Department’s webinar on this review process is also available on the Department’s webpage about the Request for Applications for the Approved List of Core Curriculum and Instructional Materials in English language arts.