Revised Editions of Previously Approved HQIM and Core Curriculum in ELA (K-5) Request for Applications

FREQUENTLY ASKED QUESTIONS FOR INTERESTED APPLICANTS

1. When can eligible applicants submit materials for consideration?

This review cycle will run quarterly. The table below shows the deadlines for submitting the intent to apply and for submitting the application materials.

Round 1	Intent to Apply due May 9 by 4:00 p.m. Eastern
	Applications due May 23 by 4:00 p.m. Eastern
Round 2	Intent to Apply due July 15 by 4:00 p.m. Eastern
	Applications due July 31 by 4:00 p.m. Eastern.
Round 3	Intent to Apply due October 15 by 4:00 p.m. Eastern
	Applications due October 31 by 4:00 p.m. Eastern
Round 4	Intent to Apply due by January 15 by 4:00 p.m. Eastern
	Applications due January 30 by 4:00 p.m. Eastern

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 per applicable round deadline**,** 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 and Phase 2 Quality Review on the timeline provided in the table below.

Round 1	Phase 1 technical review approval/denial **mid-June 2025**
	Phase 2 quality review approval/denial **late June 2025**
Round 2	Phase 1 technical review approval/denial **mid-August 2025**
	Phase 2 quality review approval/denial **early September 2025**
Round 3	Phase 1 technical review approval/denial **mid-November 2025**
	Phase 2 quality review approval/denial **mid-December 2025**
Round 4	Phase 1 technical review approval/denial **mid-February 2026**
	Phase 2 quality review approval/denial **mid-March 2026**

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. **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.

8. **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

9. **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.

10. 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.

11. 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.

12. 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.

Ohio Department of Education & Workforce