2016-17 Fluid Review Guidance
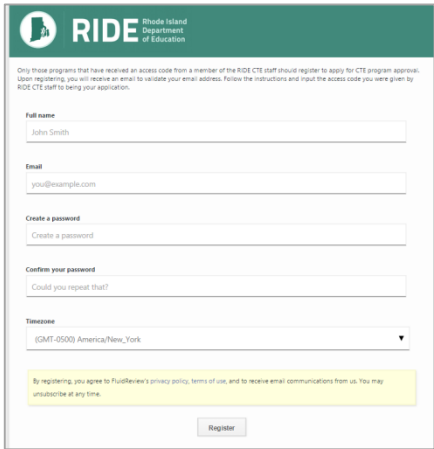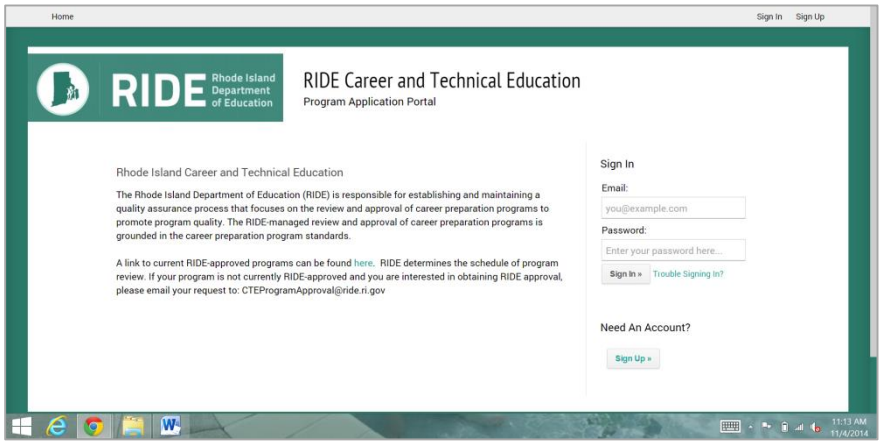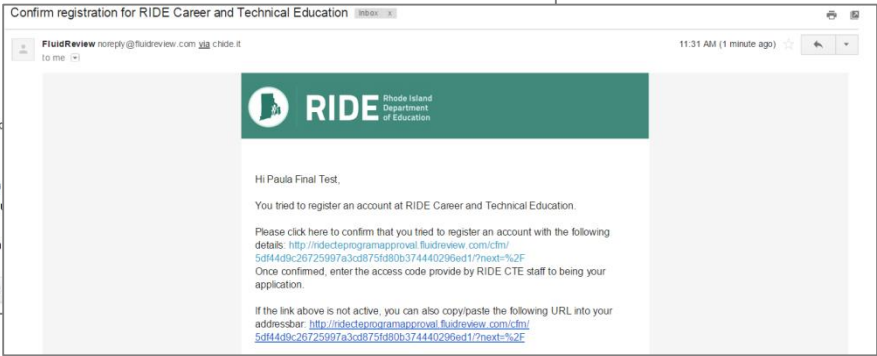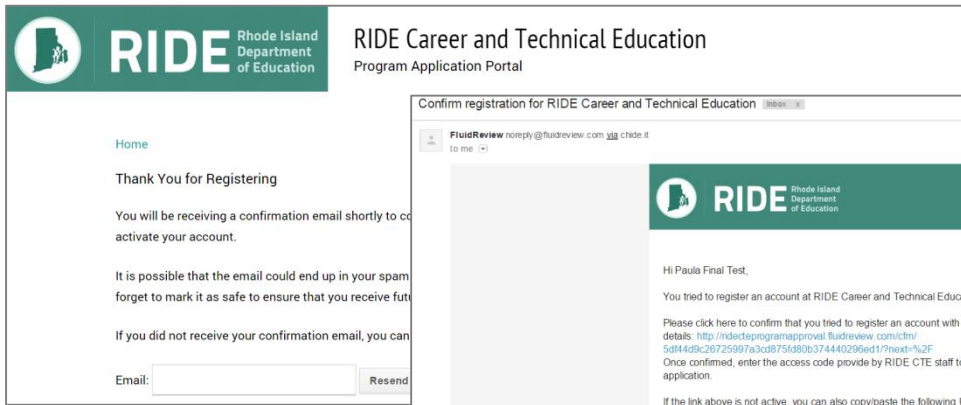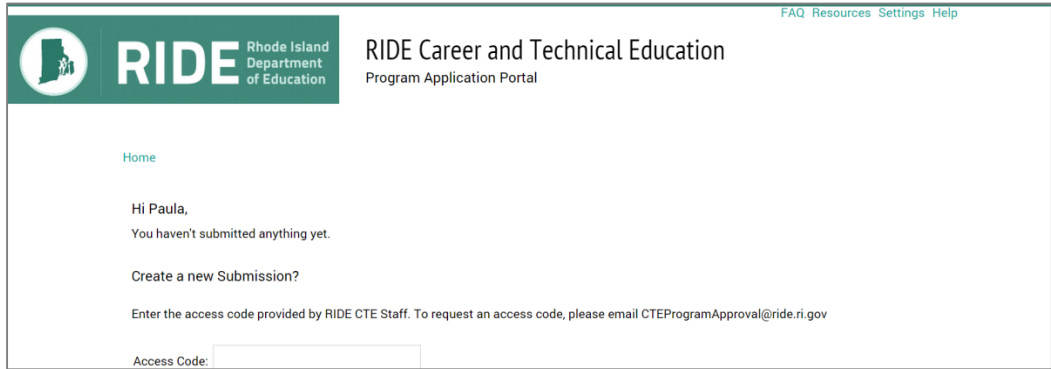Go to https://ridecteprogramapproval.fluidreview.com/ and click the Sign Up button

Receive confirmation page. Then check email to confirm email address.

Enter Access Code after clicking the confirmation link.
Access Code = RIDECTE2016F and click Get Started

Brings you to the Submission Page

The submission page will serve as the user's home screen each time they log-in. If they have multiple submissions (for example two different program applications) they will see two listed. Click **Create a Submission**

The right hand side – the applicant can add others to their submission to co-edit the application. The progress bar also specifies the tasks left for the applicant to complete.

CAUTION: You must save continuously while completing the application sections you are working on. The program will time you out and you will lose unsaved narrative, data and documents.

Step 1: Complete "Program Information." This MUST be completed first and programs indicate if they are applying as Traditional, Nationally Accredited or Innovative programs. Fill out the form. Clicking Save and Continue, saves the form. Clicking Save and Exit, take you back to your main submission page.
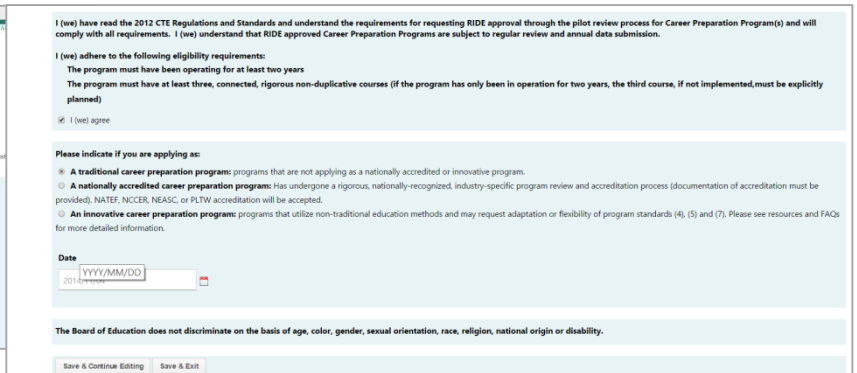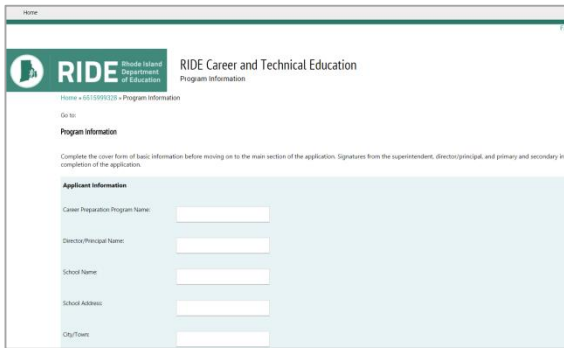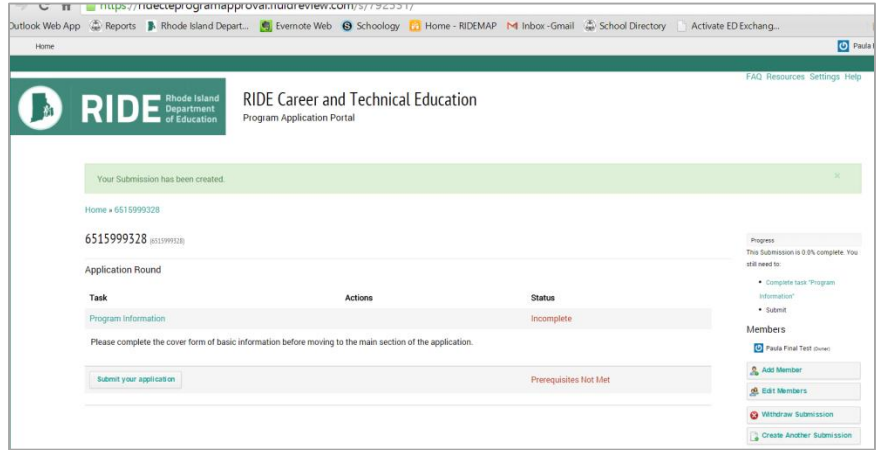
The Submission Page now displays the tasks for a traditional program.
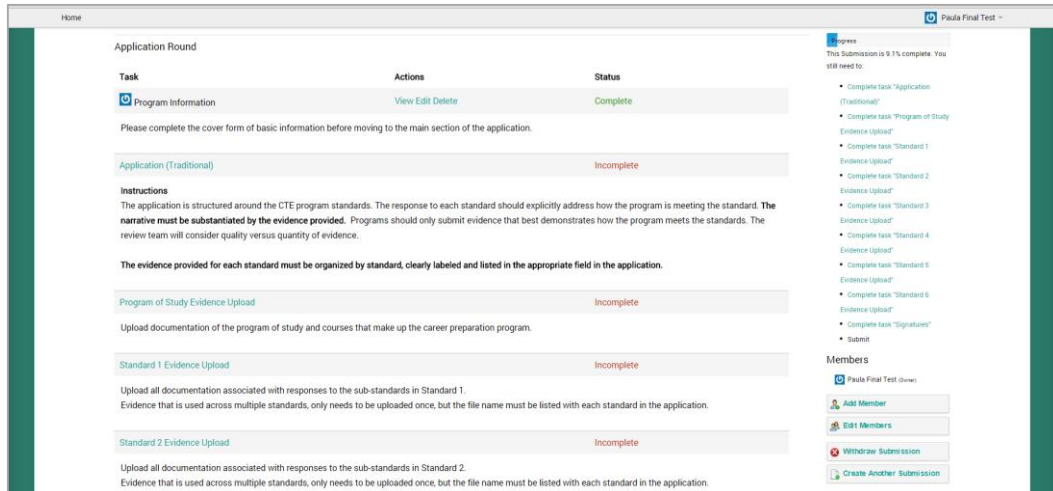
Step 2: Fill out the Application task

The application for traditional programs is structured in the following way. Each part of the application has a corresponding "Evidence Upload" Task. The evidence upload tasks can be done after the narrative is complete or during. The applicant must SAVE – the button at the bottom of the form. Click Save and Continue Editing periodically to ensure your application is saved.

Program of Study Evidence

List the file name(s) of the documentation uploaded for the Program of Study. (for example, progran

Student Handbook Excerpt with Program Description.

Save & Continue Editing   Next

Online Application Reviews powered by FluidReview © Fluidware

Clicking next will also save your page and move you onto the next page of the application.

There is also a navigation bar for applicants to jump around the different parts of the application. **Ensure you hit save if you jump around!** To exit without completing, you can also click "back to submission."

RIDE Rhode Island Department of Education

RIDE Career and Technical Education
Application (Traditional)

Back to Submission

Home » Government and Civics » Application (Traditional)

Go to: Intro Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Standard 6

Application

14%

Even if all fields in the application aren't complete, hit "Save" at the bottom and the form will confirm you have saved and also indicate the fields that still need a response with a red note. Once saved, jumping around to different standards is fine, even though you will be prompted to save each time. If you have saved, you can hit "OK." If not, scroll down, click save, then move on and disregard the prompt.

RIDE Rhode Island Department of Education

RIDE Career and Technical Education
Application (Traditional)

Your changes have been saved.

Home » Government and Civics » Application (Traditional)

Go to: Intro Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Standard 6

Application

14%

Evidence that is used across multiple standards, only needs to be uploaded once, but the file name must be listed with each standard.

Please check your answers below and correct them before continuing.

Standard 1: Policies and Procedures
Administrative policies and procedures promote Career and Technical Education preparation program development and implementation.
• There are five sub-standards that must be addressed in Standard 1. In an instance where two sub-standards overlap, the response field has been combined.
• Include a brief description of how the program or LEA meets the sub-standards related to policies and procedures. **The explanation must include clear reasons why the evidence submitted meets the standard.**

Upload all evidence for Standard 1 as a .zip file at the "Upload" task in your application.

Sub-standard 1.A
LEA policies will include formal procedures for the design, implementation, and continuous improvement of career preparation programs.

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The page at https://ridecteprogramapproval.fluidreview.com says:

Are you sure you want to navigate away from this page? Any unsaved changes on this page will be lost.

OK   Cancel

Creating a Second Submission

1. Click Create a New Submission in the lower right hand side of the home screen.
   Start a new application. When you click the home button you will be taken back to you main home screen and can view your multiple submissions.

The applicant then can choose
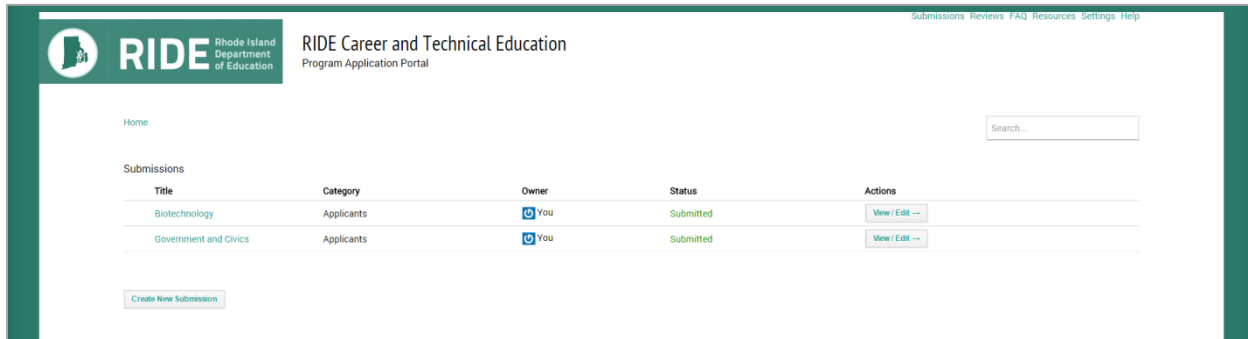
Parts of the Traditional Application

1. Complete "Program Information" form: This MUST be completed first and programs indicate if they are applying as Traditional, Nationally Accredited or Innovative programs. Fill out the form. Clicking Save and Continue, saves the form. Clicking Save and Exit, take you back to your main submission page

2. Traditional Application Form
   a. Introduction: Indicate if the program is new or existing (it is "new" if it has been in operation for at least 2 years and is NOT on the RIDE-Approved list. Existing programs are currently on the RIDE-Approved list. Program of study overview with course information.
   b. Program of Study Evidence Upload Task
   c. Standard 1, Standard 2, Standard 3, Standard 4, Standard 5 and Standard 6 each have their own pages within the application.
      i. Each standard has its own Evidence Upload Task.

3. Signature Task: The last task and requires at least the program director, primary instructor and superintendent to sign the submission.
   a. "By signing this form I (we) provide assurance that all information is accurate and complete to the best of our ability. I (we) commit to following and upholding the Career Preparation Program standards in accordance with the 2012 Regulations Governing Career and Technical Education in Rhode Island."

Parts of the Accredited Application
1. Complete "Program Information" form: This MUST be completed first and programs indicate if they are applying as Traditional, Nationally Accredited or Innovative programs. Fill out the form. Clicking Save and Continue, saves the form. Clicking Save and Exit, take you back to your main submission page

2. Accredited Form:
   a. Introduction: Indicate if the program is new or existing
   b. Provide an overview of the program of study and the course information
   c. Accreditation Documentation Upload: Evidence to support current accreditation

3. Signature Task: The last task and requires at least the program director, primary instructor and superintendent to sign the submission.

Parts of the Innovative Application
4. Complete "Program Information" form: This MUST be completed first and programs indicate if they are applying as Traditional, Nationally Accredited or Innovative programs. Fill out the form. Clicking Save and Continue, saves the form. Clicking Save and Exit, take you back to your main submission page

5. Innovative Application Form (Part 1): Proposed Adaptations to Standards (4), (5), (7)
   a. Introduction: Indicate if the program is new or existing (it is "new" if it has been in operation for at least 2 years and is NOT on the RIDE-Approved list. Existing programs are currently on the RIDE-Approved list. Program of study overview with course information.
   b. Program of Study Overview
   c. Standard 4, Standard 5, Standard 7
      i. Each standard has its own Evidence Upload Task.
      ii. The applicant must describe the adaptation or flexibility the program is requesting for each standard in this form. The response must clearly explain the alternate method the program uses to meet the intent of the standard and provide corresponding evidence.
      iii. If the program does not have any proposed adaptations, a response to the standard with evidence is still required.

6. Admin Review Innovative: RIDE CTE staff will review the proposed adaptations to ensure they meet the intent of the standard. The applicant will be notified once accepted or not via email to move on and complete the remaining standards

7. Remaining Standards (Innovative): The applicant then completes the application and evidence for the remaining standards (1), (2), (3), (6). This is the same process as traditional applicants.

8. Signature Task: The last task and requires at least the program director, primary instructor and superintendent to sign the submission.