<u>INSTRUCTIONS FOR COMPLETING A PROGRAM APPLICATION BPSS-126</u>

A school may have several ESL programs. Each program application must be uploaded under the school administrative documents, program application. If you have already filed a school application, you can email BPSS@nysed.gov that the document is ready for review. Please ensure to include the name of the school and the name of the program application that was uploaded.

The director will evaluate each program as it is offered. If changes need to be made to a program, a new Program Application must be completed and submitted at least 14 days before the change is implemented.

<u>Completing the Application (BPSS-126)</u>

Please type the following information on form BPSS-126

1. School Name – Identify the school by the name that appears/will appear on the school's certificate.

2. Schools Address – Enter the street, city, state, and zip code of the school.

3. Title of Program – Enter the exact title by which this program will be known. Any communication regarding this program must include this program title. Each program must have a distinct title which is used for that program.

4. Length of Program – Enter the total length of this program in hours.

5. ESL Level – Check whether this will be a beginning, intermediate, or advanced level program. The level should be determined through evaluation of a person's oral and/or written skills or should be based on previous course work. If a program is offered at different skill levels, a separate program application must be submitted for each level offered.

6. Prerequisites – Identity any skills or other requirements which a student must meet before entering this program. An example of a common requirement is the completion of a lower level program.

7. Equipment – Identify any equipment which will be used to teach this program. Disposable supplies, desks, and chairs do not need to be listed. Items such as computers, tablets, tape recorders/players, VCRs, and televisions must be identified.

8. Outline of Program Content – An outline of the program topics and content must be submitted for each program. This outline must be detailed enough so that a person observing the class could determine whether the submitted content was being taught.

9. Upload the document under the school administrative documents, program application.

10. Email BPSS@nysed.gov that the document is ready for review.