

New York State Education Department
Office of Adult Career and Continuing Education Services
Bureau of Proprietary School Supervision
89 Washington Avenue
Education Building Addition
Room 560 EBA
Albany, NY 12234

Checklist for curriculum in Language/s Other Than English (LOTE)

Please **CHECK** if you have done/completed the following:

- 1. Have a current English version of the course/curriculum approved first
- 2. Submitted a LOTE version of the course/curriculum for approval and uploaded to the application the following:
 - a. A completed “Curriculum Work Details for Instruction in Another Language” form
 - b. Notarized affidavit of translation. The affidavit must satisfy the four criteria, as specified in the corresponding Guidelines
 - c. Signed affiliation agreement **NOTING the LOTE**, (if applicable). For any internships, the standard BPSS Affiliation Agreement, except for HHA, Certified Dental Assistant; Ultrasound, **NOTING** the LOTE, is signed and uploaded

In addition to having the curriculum approved, the school must also have the following approved:

- 3. A licensed teacher approved to teach the curriculum who has knowledge of both English and the LOTE. **For Home Health Aide curriculum, the teacher license must include the LOTE on the BPSS teacher license**
- 4. Have an enrollment agreement approved in English and approved in the LOTE being taught.
- 5. Have a catalog approved in English and approved in the LOTE being taught.