

1. Type of Application

New - Complete and apply for a NEW CURRICULUM on the BPSS System upload this application under **coursework**.

Reapproval - Be sure to update textbooks and/or instructional aids as well as contact information at renewal time. Apply for a CURRICULUM RENEWAL on the BPSS System and upload this application under **coursework**.

2. School Name:	3. Amount paid: \$
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4. Street:	5. E-mail Address:
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City:	State:	Zip:
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6. Total Instructional Hours:	7. Curriculum/ Course ID No.: BPSS ONLY
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8. Title of Curriculum/ Course:

9. Entrance Requirements (Check all that apply):	10. Graduation Requirements:
A. High School Diploma/ GED	
B. Ability to Benefit Exam	
C. ESL Placement Test	
D. Other (Identify here and in catalog)	

Ability to Benefit/ESL Placement Exam Title and Score:

Exam Name	Score	
Ability to Benefit		
ESL	Entrance:	Exit:

11. Method of Instruction: Classroom	12. Language of Instruction:	13. Definition of One Instructional Hour: _____ minutes
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14. Briefly Describe Any Changes: (attach a letter on school letterhead if necessary)

15. Name of Curriculum Contact Person:

Title:	Telephone: ()
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16. Original Signature of Director:

Print/ Type Name:	Date:
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19. Textbooks and Instructional Aids

Complete for each course. If no texts or instructional aids are used, enter course title and "NA." Use additional sheets if necessary.

Unit/Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Unit/Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Unit/Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Unit/Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Unit/Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Unit/Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	

21a. Content Outline

List the Program Title here:

Include an outline of Units (courses) and Subunits (topics) to be covered. At the end of each subunit list (for each unit) state the methods of instruction and the type(s) of assessment.

21b. Performance Objectives

List the unit/course title and the performance objectives for each unit/course; Include conditions, student behaviors, measurable standards, and pre-requisites.

21c. Internships Sites

At renewal, list your current internship sites. All sites for Home Health Aide, Nurse Aide, and other clinical allied health occupations must be individually approved by the BPSS curriculum unit, by sending the appropriate affiliation agreement form. Internships in other fields may, after prior approval from the curriculum unit, be kept on file at the school, after the first three sites have been approved by the curriculum unit. Schools must still maintain such executed affiliation agreements for all sites at their school location and make them available to the Bureau upon request. Complete a separate sheet for each curriculum.

Internship sites for curriculum/course: _____

Name of Site	Address	Used since (date)
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____