

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:**

\$

4. **Street:**

5. **E-mail Address:**

City:

State:

Zip:

6. **Total Instructional Hours:**

7. **Curriculum/ Course ID No.: BPSS ONLY**

C

8. **Title of Curriculum/ Course:**

9. **Entrance Requirements (Check all that apply):**

A. High School Diploma/ GED

B. Ability to Benefit Exam

C. ESL Placement Test

D. Other (Identify here and in catalog)

10. **Graduation Requirements:**

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

14. **Briefly Describe Any Changes:** (attach a letter on school letterhead if necessary)

15. **Name of Curriculum Contact Person:**

Title:

Telephone: ()

16. **Original Signature of Director:**

Print/ Type Name:

Date:

17. Occupational/ Non-occupational Objectives

List entry-level job titles for which a student will qualify upon completion of the curriculum:

18. Breakdown of Theory, Skill and Internship Hours

List the courses/ units in the order in which instruction will take place. Place an asterisk (*) next to any courses/ units which can be offered in any sequence within the curriculum. List the number of hours offered for each course/ unit in the second column. In the third column list the predominant focus of the course/unit, either "T" for theory, "S" for skill, or "I" for internship/ externship. List only one letter for each course/ unit. Use additional sheets if necessary.

Course/ Unit Title	Hours	"T", "S", or "I" (see above)	Bureau Use Only	
			Student - Teacher Ratios	Teacher Licensure Area
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
			:1	
TOTAL			:1	

Bureau Use Only

Curriculum/ Course ID Number:

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:	

20. Equipment List

Describe equipment purchased by the students for this curriculum only, include the cost of each item. Do not include instructional aids or desks/chairs. Include manufacturer's name, model, and name of item. For computers, also indicate the speed in MHz, and the size of the harddrive, and the RAM.

[illegible]

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. _____		