

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: - INCLUDE THE WORD "HYBRID or ONLINE" IN THE TITLE (whichever is applicable)

- 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:

Ability to Benefit	Exam Name	Score
ESL		Entrance: _____ Exit: _____

11. Method of Instruction: **HYBRID or ONLINE** **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:** _____

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:	

21a. Content Outline

Outline the curriculum with: units, total hours per unit, corresponding subunit topics, performance objectives per unit, assessment and instructional methods per unit (use additional pages if necessary).
(If a separate document has been uploaded with content breakdown, please state that here)

21b. 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.	_____	_____

Use additional sheets if necessary.

Checklist/Attestation for Distance Learning Addendum to the Online/Hybrid Curriculum Application

Please INITIAL after having completed the following with your responses:

- _____ 1. Curriculum title is descriptive and clear, without advertising; includes the word **Hybrid or Online**
- _____ 2. Prepared a working prototype/online classroom.
- _____ 3. Provided for the monitoring and archiving of student attendance according to guidelines
- _____ 4. Disclosed the institution's approval status, in the online classroom. Also stated the name, address, and telephone number of BPSS and provided a link to the BPSS website
- _____ 5. Provided for adequate safety and integrity of student information, testing, and evaluation. Established measures for authenticating student identity
- _____ 6. Planned for synchronous student-teacher interaction to measure in clock hours
- _____ 7. School's instructors are employees of the school and licensed with BPSS for the subject area
- _____ 8. Determined the number of instructional hours assigned to online and classroom instruction
- _____ 9. Prepared instructional materials designed specifically for distance education use
- _____ 10. Provided for outside resources, electronic databases, and other library access features.
- _____ 11. Created a narrative specifying URL with host site, mirror site, information on course archive, log-in information for field associate, and details on school liaison for technical assistance.
- _____ 12. Arranged for training students to access and use the course. Made plans for dealing with potential student technical online issues. Arranged for any necessary training of faculty/staff.
- _____ 13. Planned for routinely updating technology infrastructure
- _____ 14. Planned preventive measures to protect against malware

By signing in the space provided below the school official is attesting to having read the Distance Learning Guidelines and has **provided the curriculum unit of BPSS evidence (a narrative on school letterhead) of all of the items listed on this checklist.**

School Name (printed): _____

School Director Signature: _____ Date: _____

School Director Name Printed: _____