

**New York State Education Department
Bureau of Proprietary School Supervision**
89 Washington Avenue, Room 560 EBA, Albany, New York 12234

TYPE OF APPLICATION

<input type="checkbox"/> New -	Complete and apply for a NEW CURRICULUM on the BPSS System upload this application under coursework .
<input type="checkbox"/> 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 .

INFORMATION

SCHOOL INFORMATION

School Name:	E-mail address
Name of Curriculum Contact Person:	
Title:	Telephone: ()
School Address - Street:	
School Address - City:	State:
	Zip:

CURRICULUM INFORMATION

Title of Curriculum/ Course: – DISTANCE EDUCATION APPLICATIONS: INCLUDE THE WORD “HYBRID or ONLINE” IN THE TITLE (as applicable)		
Total Instructional Hours:	Definition of One Instructional Hour: _____ minutes	Language of Instruction:
Method of Instruction: (select one)	<input type="checkbox"/> Classroom <input type="checkbox"/> Distance Education – Hybrid <input type="checkbox"/> Distance Education – Online	

ENTRANCE REQUIREMENTS

(Check all that apply):		
<input type="checkbox"/> High School Diploma/ GED		
<input type="checkbox"/> Ability to Benefit Exam	(ATB Test Name)	(ATB minimum score)
<input type="checkbox"/> ESL Placement Test	(ESL Test Name)	(ESL entrance and exit score)
<input type="checkbox"/> Other (Identify here and in catalog)		

SIGNATURE

Original Signature of Director:
Print/ Type Name:
Date:

OCCUPATIONAL OBJECTIVE**COURSEWORK: BREAKDOWN OF UNITS AND 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. In the second column note 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. List the number of hours offered for each course/ unit in the third column. For distance education applications only, enter the number of hours to be offered in the classroom in the fourth column and in the fifth column state the number of hours to be offered online. Please attach a complete content outline as requested at the end of this application.

Distance education applications require completion of the Distance Education Addendum.

Use additional sheets if necessary.

Course/Unit Title	Course/Unit Focus (T, S, I)	Total Hours	Classroom hours*	Online Hours*
TOTAL HOURS FOR EACH COLUMN:				

**Fill out these columns only for distance education applications*

**Fill out these columns only for distance education applications*
Add pages if needed

ADDITIONAL ATTACHMENTS FOR THIS APPLICATION:

Curriculum application information and documents are available on our website:

<https://www.acces.nysed.gov/bpss/curriculum-information>

To complete your application, upload the following documents as needed (*.pdf only*) to the designated section of the system application in the BPSS portal:

- ☐ **Content outline with course/unit objectives.** The following information must be provided for each course/unit:
 - Units with total hours per unit
 - Subunits
 - Educational objectives
 - Performance objectives
 - Methods of assessment
 - Methods of instruction
 - Upload to “**coursework details**”
- ☐ **Checklist/Attestation for Distance Learning with Narrative** must be completed for all distance education (hybrid or online) applications
This attestation can be found https://www.acces.nysed.gov/bpss/curriculum-information#DE_Apps. Only to be filled out for distance education applications.
 - Upload to “**coursework details**”
- ☐ **Coursework in Languages Other Than English (LOTE)** documents to be uploaded to “Coursework details” in the BPSS system application:
 - Requirements: [https://www.acces.nysed.gov/bpss/curriculum-information#Other than LOTE](https://www.acces.nysed.gov/bpss/curriculum-information#Other_than_LOTE)
 - Form: <https://www.acces.nysed.gov/sites/acces/files/bpss/bpss-128-lote-form.pdf>
 - Upload to “**coursework details**”
- ☐ **Skills checklist** for curricula with internships
 - Upload to “**coursework details**”
- ☐ **Affiliation Agreement** requirement for curricula with internships;
 - documents to be uploaded to “**Affiliation Agreement**”
 - A fully executed affiliation agreement using BPSS prototype
 - Proof of current liability insurance covering students at the site
 - For Allied Health mandated curricula: Operating certificate for nursing homes, living facilities or home care agencies
 - Curriculum specific prototypes:
 - HHA: <https://www.acces.nysed.gov/bpss/hha-affiliation-agreement-requirements>
 - NATP: <https://www.acces.nysed.gov/bpss/nurse-aide-affiliation-agreement-requirements>
 - Dental Assisting: <https://www.acces.nysed.gov/bpss/dental-affiliation-agreement-requirements>
 - Other: <https://www.acces.nysed.gov/bpss/affiliation-agreement-requirements>