



OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES

Curriculum Unit

New York State Education Department
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MEMO TO THE FIELD

To: Private Career Schools

From: BPSS Curriculum Unit

RE: BPSS/NYSED Curriculum Titles

The following guidance is required for BPSS licensed schools regarding curriculum titles and upcoming curriculum renewal applications:

Upcoming Curriculum Renewal Applications

In an effort to align BPSS with the larger organizational structure of the New York State Education Department, the BPSS Curriculum Unit will no longer allow the words CERTIFIED, LICENSED, REGISTERED or DIPLOMA in the titles for any school designed curriculum applications. This includes any other word that can be considered a reference to a predetermined credential such as: CERTIFICATION, CERTIFICATE, LICENSE, LICENSING.

Schools, with curriculum titles that contain such wording, **DO NOT have to act now**; but be advised that during a school's license and/or curriculum renewal period we will ask for these words to be removed from the titles of any renewal applications.

Upon the approval of the title change(s) the school must then submit, to their field associate, an updated: catalog, enrollment agreement and any other advertising that includes the new, approved, program title.

Exceptions to this requirement

The following will be the only exceptions:

1. Any title, recognized by the Bureau, that acknowledges the training as preparation for licensure or certification i.e., Master Electrician License Preparation, Barbering License Preparation.
2. Any curriculum submitted from a Nationally Recognized Vendor, in the original format provided by the vendor, that uses the word CERTIFICATION or CERTIFICATE in their curriculum title.

If you have any questions, please email BPSSCurriculum@nysed.gov

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