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TO: Directors at Licensed Private and Registered Business School

FROM: Monica Borden, Education Program Assistant II

RE: Refresher Directors' Course

Due to a high level of interest among school directors, the Bureau of Proprietary School Supervision is planning to offer two Refresher Director Courses in late August and early September 2009. These courses will contain the same content, but will give directors the opportunity to choose whichever course is most convenient for them.

Actual course dates and instructions for reservations will be posted in the Cutting Edge News section of our website: www.highered.nysed.gov/bpss by early June. Please watch for the dates and follow the instructions carefully.

In the meantime, we are requesting input on topics that are of the most interest to directors. Since these courses will be designed for directors who have already taken the Directors' Course, we intend to specifically focus on areas where schools have the most questions and concerns, as well as areas where we find the most violations. These courses will be interactive, so if you choose to participate, please be ready to work!

Please send all topic suggestions to my attention at: mborden@mail.nysed.gov.