

Application for Approval of a Curriculum or a Course

**This form must be completed by all schools. Submit two copies for each curriculum or course. Please type or print.
 Registered business schools seeking approval for TAP funding must also complete form BPSS-30A.**

1. Type of Application (check one)

- New -** Complete and submit entire application (skip items #5, 7, & 14).
- Reapproval -** Complete and submit cover page, breakdown of hours chart (item #18), textbook list (item #19), equipment list (item #20), and all items corresponding to any changes (e.g., item #21a if courses are changed).
- Amendment -** Submit one copy of current approval letter and complete items #2-7, 14-16, and all items corresponding to any changes.

2. School Name	Check one: <input type="checkbox"/> Business School <input type="checkbox"/> Private School
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3. Street	E-mail Address:
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City	State	Zip
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4. Title of Curriculum/ Course	5. Curriculum/ Course ID No. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">C</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>	C									
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6. Total Instructional Hours <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>									7. OBRA ID (Nurse Aide/ Assistant Only) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>											8. Nationally Recognized Vendor Provided Curriculum? <input type="checkbox"/> Yes Name of Vendor and web site:

9. Entrance Requirements (Check all that apply)

A. <input type="checkbox"/> High School Diploma/ GED OR <input type="checkbox"/> Ability to Benefit Exam	Score _____		
B. <input type="checkbox"/> ESL Placement Test	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Enter Score _____</td> <td style="width: 50%; text-align: center;">Exit Score _____</td> </tr> </table>	Enter Score _____	Exit Score _____
Enter Score _____	Exit Score _____		
C. <input type="checkbox"/> Other (Identify here and in catalog)			

10. Curriculum Specific Graduation Requirements, if any

11. Method of Instruction <input type="checkbox"/> Individualized <input type="checkbox"/> Traditional <input type="checkbox"/> Correspondence	12. Language of Instruction	13. Definition of One Instructional Hour _____ minutes
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14. Briefly Describe Any Changes (Use additional sheets if necessary)

15. Name of Contact Person	Bureau Use Only		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Title</td> <td style="width: 50%; padding: 5px;">Telephone ()</td> </tr> </table>		Title	Telephone ()
Title		Telephone ()	
16. Original Signature of Director, Owner, President Date (circle one)			
Print/ Type Name			

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.

Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	

21a. Content Outline

Include an outline of topics to be covered for each course. Attach additional sheets if necessary.

Course Title:

21b. Performance Objectives (Optional)

(Effective October 1, 2002, submission of performance objectives is optional and will not be included in the review of curriculum or course submissions. Schools must still maintain appropriately written Student Performance Objectives for each curriculum at their school location and make them available to all instructors and the Bureau upon request.)

Complete performance objectives for each course include conditions, student behaviors, and standards.

Course Title: _____

Prerequisite Courses: _____