



September 2, 2015

**Re: Board/Authority Authorized Courses Review Process for BC Public and Yukon schools**

Schools are not required to submit their full course frameworks to the Ministry for review.

Prior to course delivery, schools must complete a *Board/Authority Authorized Course Form* (BAA Course Form). This BAA Course Form must be signed by Superintendents and Board Chairs. The completed form serves to notify the Ministry of newly developed courses and confirms they satisfy BAA course requirements. Note that the BAA Course Form is not required for existing BAA courses. BAA course requirements are outlined in the following documents:

- *School Act* (if offered by a Board),
- *Independent School Act* (if offered by an Independent School Authority),
- *Board Authority Course Order*,
- *Board/Authority Authorized Courses: Requirements and Procedures (updated in 2012)*, and
- *ESL Guidelines – Template for BAA Language Acquisition/Culture Courses*.

The complete *Board/Authority Authorized Courses: Requirements and Procedures* document and BAA Course Form are available online at [www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/board-authority-authorized-courses](http://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/board-authority-authorized-courses).

In keeping with the Ministry's priority for an environmentally friendly paperless workplace, we ask that BAA Course Forms be returned to the Ministry electronically. Please submit your BAA Course Forms to [student.certification@gov.bc.ca](mailto:student.certification@gov.bc.ca).

Please feel free to address any questions about this process to [student.certification@gov.bc.ca](mailto:student.certification@gov.bc.ca).