



September 2, 2015

Re: Board/Authority Authorized Courses Review Process for Independent Schools

Independent schools are to retain their frameworks for review by inspectors during regularly scheduled inspections.

Independent School Authorities are required to submit a *Board/Authority Authorized Course Form* (BAA Course Form) for each new course. The BAA Course Form must be signed by School Authority Chairs or their designate. The completed form serves to notify the Ministry of newly developed courses. 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.

In keeping with the Ministry's priority for an environmentally friendly paperless workplace, we ask that new course forms be returned to the Ministry electronically. Please submit your BAA Course Forms to student.certification@gov.bc.ca.

Please feel free to address any questions about this process to student.certification@gov.bc.ca.