



September 1, 2016

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

Offshore School Authorities are required to submit a *Board/Authority Authorized Course Form* (BAA Course Form) and a full BAA Course Framework for each new course. The completed forms serve to notify the Ministry of newly developed courses; they are not required for existing BAA courses. Offshore schools are also to retain their frameworks for review by inspectors during regularly scheduled inspections.

The BAA Course Form must be signed by the Director of International Education, acting as the Offshore Authority designate. Offshore Schools are required to submit the BAA Course Form and the BAA Course Framework to the Director of International Education at international.education@gov.bc.ca a minimum of 30 days prior to the course being offered.

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, BAA Course Form and Framework are available online at <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation/getting-credit-to-graduate/board-authority-authorized-courses>.

If you have any questions about this process, or the development of BAA courses, please contact the International Education Branch at international.education@gov.bc.ca.