



Ministry of
Education

Our Ref: 147360

Dear Contacts:

Re: Board/Authority Authorized Courses Review Process

Effective immediately, schools are no longer required to submit their full course frameworks to the Ministry for review.

Instead, schools must complete a single *Board/Authority Authorized Course Form* (BAA Course Form) prior to course delivery. This BAA Course Form must be signed by Superintendents and Board Chairs (for public schools) and Independent School Authorities (for independent schools). The completed form will serve to notify the Ministry of newly developed courses and confirm they satisfy BAA course requirements. Note that the new BAA Course Form will NOT be 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 2011)*, and
- *ESL Guidelines - Template for BAA Language Acquisition/Culture Courses*.

The revised *Board/Authority Authorized Courses: Requirements and Procedures* document and new BAA Course Form will be available on-line by the first week of August. More detailed instructions will also be published at the BAA web-site in early August at http://www.bced.gov.bc.ca/graduation/board_authority_courses.htm. 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.

In the meantime, if you have BAA courses to submit, please submit them under the new process.

Please feel free to address any questions about this change to Sandra Smith at Sandra.C.Smith@gov.bc.ca

Sincerely,

A handwritten signature in black ink, appearing to read "B. Neufeld", with a long horizontal line extending to the right.

Brenda Neufeld
Director
Student Certification Branch

pc: Superintendents of Schools
Independent School Authorities

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