

Application for Recognition of Credential

This application is for organizations seeking official recognition of their credentials. First Nations seeking credential status for cultural learning activities must complete the [External Credentials Submission Form: First Nations Language and Culture Programs](#).

Credential Review

It is recommended this application be completed by a minimum of 3 people: at least 1 BC-certified educator and at least 2 subject area experts in the course/program/credential. The criteria for the subject area experts and the BC-certified educator are described below. All members of the team responsible for completing this section are to sign their names on the Endorsement page at the end of this application to confirm that they agree with the information provided.

When completing the application, please refer to the following sources of information:

- The organization's course/program description including required learning;
- Copies of course materials, assessments or examinations;
- List of learning resource materials;
- Copy of credential issued to student upon successful completion;
- A list (or sample) of credentials held by the instructors and/or examiners;
- Information about the organization, including a contact person from the organization;
- BC Ministry of Education and Child Care curriculum website: <https://curriculum.gov.bc.ca>; and
- If a more substantial response is required than space available, please attach any additional information or documentation as required.

Criteria for Educators

- ✓ Hold a valid BC Ministry of Education and Child Care Certificate of Qualification and be in good standing with the Teacher Regulation Branch;
- ✓ Current Grade 10-12 educator in a BC-certified school. Must have experience with:
 - the BC Ministry of Education and Child Care's Grade 10 curriculum launched in 2018/19; and
 - the BC Ministry of Education and Child Care's Grade 11/12 curriculum launched in 2019/20.
- ✓ Educators may be affiliated with the External Credential organization; however, this is not a requirement. If affiliated, the educator must approach this process impartially.

Criteria for Subject Area Experts

- ✓ Minimum 3 years of experience with the subject matter as an instructor, examiner and/or evaluator. Must possess any provincial, national, or international certification required by their position.
- ✓ Subject area experts may be affiliated with the applying organization; however, this is not a requirement.
- ✓ Include a CV (Curriculum Vitae) for each subject area expert with each application.

The application must provide evidence demonstrating how:

- The credential meets or exceeds the breadth, depth, and rigour of a Ministry course; and
- The content of the course or program fosters the development of the core competencies (communication, critical thinking, personal and social) and/or supports student transitions and lifelong learning.

If an organization is applying to have multiple credentials recognized, an Application for Recognition of Credential must be completed for each credential. Please include a rationale for why the credential should be approved, as well as a rationale for the credits and Grade level requested. If a more substantial response is required than space available, please attach any additional information or documentation as required. Remember, for each course any support documents must also be submitted alongside the application.

1 A) General Information (Only complete the applicable section of 1 A)

i) For an existing External Credential: Ministry External Credential course title as it appears in the Course Registry.
ii) For a new External Credential: the official title of the credential (for example, as it appears on a certificate).

1 B) Course/Program/Assessment Review

i)	Date of review:
ii)	<p>Detail how the course or program meets the same (or greater) level of depth, breadth, and rigour that would be found in Ministry-authorized Grade 10-12 courses for BC. Please specify Ministry-authorized Grade 10-12 courses used for comparison.</p> <p><i>Example: Pilot training for cadets requires an understanding of physics, as those principles relate to flight. If the physics component of ground training shares similarities with the Grade 11 physics curriculum, then there may be justification for elective credit being awarded at the Grade 11 level for this external cadet training. Note: The Ministry-authorized course is referenced for comparison only and no credit would be granted toward a Physics course in this example.</i></p>
iii)	<p>Describe how the assessment and evaluation component (assessing the intended learning/performance standard) of this course/program/assessment has the same (or greater) level of depth, breadth, and rigour that would be used at the Grade 10-12 levels. What is the standard? How is it assessed? What are the assessment conditions?</p> <p><i>Note: While many assessments in a traditional school might be written exams to assess knowledge, other types of assessment such as final projects or performances are appropriate in classes in Applied Design, Skills and Technologies or the arts (for example, woodworking or music). Performance or skills-based assessments may also be applicable for external credentials.</i></p>
iv)	<p>How many credits is the organization recommending a student earn for obtaining the credential? Identify the Grade level. Please explain your rationale, attaching any discussion notes or a record of decisions as may be necessary to support your request. The number of hours is not necessarily indicative of whether credit will be awarded, or how many credits will be awarded.</p> <p><i>Note: Between 100 and 120 hours of teaching and learning has traditionally been weighted at 4 credits.</i></p>

1 C) Connections to Core Competencies

To demonstrate connections between your course/program and the BC curriculum, explain how this course or program helps students develop the core competencies as outlined in the BC curriculum: communication, creative and critical thinking, and personal and social competency (found at <https://curriculum.gov.bc.ca/competencies/resources>).

What opportunities do students have to develop, practice, and demonstrate these competencies?

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2 A) Application Endorsement Information

Please provide information below about the individuals who completed this application. See page 1 for more details on criteria. Note that contact information provided here will be used to confirm certification with the Ministry of Education and Child Care’s Teacher Certification Branch. Please note that all involved in the review must endorse the application (final page of this application package).

BC-Certified Educator	
Name	
School/District Email	
School/District Phone number	
Years of teaching/curriculum experience in BC certified schools	
Name of employing district/authority	
Relevant qualifications and/or experience	
Affiliation with organization (if any)	
BC-Certified Educator	
Name	
School/District Email	
School/District Phone number	
Years of teaching/curriculum experience in BC certified schools	
Name of employing district/authority	
Relevant qualifications and/or experience	
Affiliation with organization (if any)	

Subject Area Expert	
Name	
Business Email	
Business Phone number	
Qualifications	
Affiliation with organization (if any)	
Subject Area Expert	
Name	
Business Email	
Business Phone number	
Qualifications	
Affiliation with organization (if any)	
Subject Area Expert	
Name	
Business Email	
Business Phone number	
Qualifications	
Affiliation with organization (if any)	
Subject Area Expert	
Name	
Business Email	
Phone number	
Qualifications	
Affiliation with organization (if any)	

2 B) Application Endorsement Signatures

We, the undersigned, on behalf of _____ certify that a comprehensive review of the credential _____ and its curriculum took place, and that we each concur with the recommendations therein.

<u>Name</u>	<u>Signature</u>	<u>Date</u>