

Note: When completing this application, if certain items are not yet implemented, describe the school's plans for implementation including anticipated date for completion. Clearly indicate this by stating, "It is planned...."

**OFFSHORE SCHOOL BRITISH COLUMBIA PROGRAM
GENERAL INFORMATION**

Statistics

School Name:														
Address:														
Date:					Phone:					Fax:				
E-Mail Address:							Website Address:							
Principal's Name:														
Name and Address of School Authority, Society, Corporation, or other entity that owns and operates the School:														
Total Student Enrollment:							Percentage of Students that are: National _____% International _____%							
Grade Level	KG	1	2	3	4	5	6	7	8	9	10	11	12	Other
Enrollment														
Number of Teachers _____							Number of full-time teachers _____							
							Number of part-time teachers _____							
The School has been in existence and in continuous operation since (month/year) _____														
Name and Address of local, provincial/state and/or federal governments that hold authority over the school.														

Consultant/Service Provider

Will a British Columbia (or other) entity be contracted with to provide consulting, implementing, resource, or staffing services for the school? YES NO

If yes, provide the following contact information.

Name of Entity:		
Mailing Address:		
Phone:	Fax:	E-Mail Address:
Name of Contact Person:		
Mailing Address: <i>(if different than above)</i>		
Phone:	Fax:	E-Mail Address:
<i>(if different than above)</i>		

Briefly describe the types of services the consultant/service provider will be providing.

Completion of this Application:
This application has been primarily completed by:
<input type="checkbox"/> The Offshore School
<input type="checkbox"/> The Consultant/Service Provider
<input type="checkbox"/> Other: describe - _____

Government Relations

Which level(s) of government(s) are in authority over the school's educational programs, teacher certification, facilities, etc? List appropriate names, titles and contact information. Describe the authority held by each level of government listed.

School History

Describe the school's history and its future plans.

Facilities

Describe the school's facilities (attach photographs).

Educational Philosophy

State the school's philosophy of educating children.

School Authority (i.e., the Society, Corporation or other entity that owns and operates the School)

Describe the school authority structure (include an organization chart). What role does the school authority exercise in governance issues? e.g., policy development, staff employment, financial allocations, daily school operation, etc.

School Administration

Describe the school's administrative structure, e.g., the roles and responsibilities and authority of the school's principal, vice principal(s), head teachers, etc.

Finances

Does the school authority receive monthly financial reports and yearly financial statements?

YES NO

Are the school's accounts audited by a company not connected with the school or school authority?

YES NO

Provide a statement from the school's auditing firm and/or other outside financial institution which verifies that the school has been and is in a sound financial position.

British Columbia Educational Program

Statistics

Complete the following chart:

Current Grade levels	KG	1	2	3	4	5	6	7	8	9	10	11	12
Current student enrollment per grade level													
Anticipated student enrollment in British Columbia program													

General Information

Who is the school's British Columbia Agent, (see Appendix C, Number 4).

Name:		
Mailing Address:		
Phone:	Fax:	E-Mail Address:
Describe the British Columbia Agent's educational background and familiarity with British Columbia's educational program.		

Certification

With which governments and organizations is the school presently certified?

What type(s) of graduation certificate(s) do the school's graduating students presently receive?

Briefly explain why you are seeking British Columbia certification for the school.

Administration

How many years has the administrator/principal been the educational leader of the school? _____

How many years of administrative experience does the principal have in total? _____

Does the principal hold a teaching certificate? YES NO

If yes, from which institution and/or government agency? _____

Teaching Staff

How many teachers currently hold teaching certificates? _____

How many teachers hold British Columbia certificates? _____

How many teachers hold teacher certificates from other Canadian provinces? _____

How many teachers are you proposing to employ in the program for which you are seeking British Columbia certification?

Full-time _____ Part-time _____

Curriculum

What percentage of the entire school's current curriculum is presently taught in English? _____

Does the school provide English as a second language (ESL) instruction? If so, describe the school's ESL program.

State instructional time: _____ hours/day; _____ days/year

Describe how the school intends to provide preliminary English instruction and to ensure students' English competency level to successfully enter and complete the British Columbia program.

Curriculum (contd)

Describe how the school intends to provide the necessary learning resources to accommodate the variety of teaching strategies/learning activities required to meet the learning outcomes of the British Columbia curriculum.

Describe how the school intends to provide the computer technology (hardware and software) required to meet both the requirements listed in Appendix D and in the learning outcomes of the British Columbia curriculum.

Describe how the school intends to provide the facilities (e.g., science laboratories) required to meet the learning outcomes of the British Columbia curriculum.

Verification

I have read the enclosed summary of requirements for British Columbia program certification at an offshore school, as well as the procedural steps, associated costs and electronic transfer requirements (Appendices B, C and D). I believe that the school named in this application could meet the offshore criteria established by the British Columbia's Ministry of Education, as stated in these appendices, within six months of receiving Candidate Status.

I believe that written approval of the school's application to request British Columbia certification can be obtained from appropriate local government officials, and a Memorandum of Understanding to that effect could be signed between appropriate governments.

The responses provided on this questionnaire provide a true reflection and accurate information of our school.

Principal's Signature

School Authority's Signature*

Principal's Name (Please Print)

School Authority's Name and Position
(Please Print)

Signature of Official Representing the
Consultant/Service Provider (if any)

Signature of BC Agent
(if different from Consultant/Service Provider and if appointed)

Official's Name (Please Print)

BC Agent's Name (Please Print)
(if different from Consultant/Service Provider)

Date: _____

* Person who has legal authority to sign on behalf of the Society, Corporation or other entity that owns and operates the school.

Return completed Application Questionnaire to:

Offshore School BC Program Certification
c/o Office of the Inspector of Independent Schools
Ministry of Education
PO Box 9153 Stn Prov Govt
Victoria BC V8W 9H1
CANADA