

This appendix outlines the current procedures and approximate costs for obtaining and maintaining offshore school British Columbia program certification. Applicants must allow ample time in planning for each of the procedural steps. All costs associated with candidate and certification status must be borne by the offshore school. Schools may obtain British Columbia Certification through the four-step process summarized below, Part I: Application, Part II: Selected Applicant, Part III: Candidate Status, and Part IV: Certification. Schools may maintain British Columbia certification in a manner summarized in Part V: Maintaining Certification.

I. APPLICATION

- Schools may apply by completing and returning the Application Questionnaire (Appendix A) to:
Office of the Inspector of Independent Schools
Ministry of Education
PO Box 9153
STN PROV GOVT
Victoria BC Canada V8W 9H1
- Schools selected will be those deemed to be most prepared and likely to succeed in obtaining British Columbia certification and providing a successful program using the information requested in the Application Questionnaire.
- Schools not selected may re-apply.

II. SELECTED APPLICANT

- As a selected applicant school, you may begin working at the next step toward British Columbia certification, i.e. Candidate Status. The Ministry of Education: Office of the Inspector of Independent Schools will provide assistance by responding to questions and uncertainties. Its website <http://www.bced.gov.bc.ca/independentschools/> also contains helpful resources, e.g., course overview requirements and examples.
- Selected applicant schools will have several months to prepare for the Candidate Status review. The Review Catalogue for Candidate Status and the Offshore School British Columbia Program Candidate Status Agreement outline the criteria that will be examined. These documents are available on our website at: http://www.bced.gov.bc.ca/offshore_schools/

III. CANDIDATE STATUS

- An on-site Candidate Status review will assess the school's current success in meeting certification requirements. While it is not required that all certification criteria are fully implemented, the Candidate Status review will assess the school's realistic possibility of meeting certification status inspection requirements, generally scheduled 6 to 8 months in the future. To be granted Candidate Status, the evaluators must recommend to the Inspector of Independent Schools that, in their judgment, the school will be ready to satisfactorily pass a certification inspection in approximately 6-8 months or sooner.
- Upon receipt of the completed Review Catalogue for Candidate Status, signed Offshore School British Columbia Program Candidate Status Agreement, and a non-refundable \$2,500 (Canadian) application fee, the Inspector will appoint one or two evaluators to visit the school to conduct a Candidate Status review of the school. All costs associated with the evaluator(s) visit must be prepaid to the Province of British Columbia by the school as outlined.
- Upon notification of the evaluator(s) visiting, the school shall forward the following pre-payments to the Minister of Finance - Province of British Columbia at the address listed in Number I above.
 - a) Return business class airfare, and payment for other transportation expenses between British Columbia and the school for each evaluator (as determined by the Inspector).
 - b) Accommodation and meals for each evaluator.
 - c) A professional fee of \$350 per evaluator, per day.
 - d) Incidental expenses of \$125 for each evaluator, per trip.
 - e) Applicable visa application fees.

Where the actual school review travel costs are greater than the funds prepaid by the school authority, the school must pay the province the additional costs, before Candidate Status is granted. Where the actual school review travel costs are less than the prepaid funds, the province will refund the overpayment to the school authority.

- Upon satisfactory review, the evaluator shall recommend approval for Candidate Status to the Inspector. Upon review and acceptance of the recommendation by the Inspector, Candidate Status shall be granted to the school.
- Candidate Status is required to apply for certification. If Candidate Status is not granted, re-application may be made at the discretion of the Inspector. Candidate Status may be granted for an extended time period at the discretion of the Inspector.

NOTE: The reasons for granting Candidate Status prior to conducting a certification inspection include:

1. Lowering the risk of a larger certification team coming to the school with heightened government/media interest and conducting an inspection that is unsuccessful which may produce negative government, media, school and financial consequences.
2. Increasing the school's understanding of the certification inspection requirements and process, as well as providing practical insight regarding how to address various areas needing strengthening.

IV. CERTIFICATION

- Application for certification can only be made, once Candidate Status has been achieved. Application must be made within the six months following the granting of Candidate Status. An extension may be granted by the Inspector for special circumstances.
- A school's application for certification must be accompanied by:
 - a) A signed Offshore School BC Program Certification Status Agreement.
 - b) A completed Inspection Catalogue for Certification Status, including a complete list of teaching staff, detailing their British Columbia teacher certification.
 - c) A complete list of students, detailing name, date of birth, grade level, date of enrollment, and date of withdrawal (if any) for each semester.
 - d) Documentation from appropriate government authorities, indicating that the school is in compliance with all applicable government laws and building codes.
 - e) A non-refundable application fee of \$3,500.
- The Inspector of Independent Schools will determine the size of the certification inspection team and appoint its members. Teams range from two to six persons, depending upon the size of the school.
- Certification inspection dates will be set by mutual agreement.
- Upon notification of the size of the inspection team, the school shall forward the following pre-payments to the Minister of Finance, Province of British Columbia at the address listed previously in Number I:
 - a) Return business class airfare, and other transportation expenses for all inspection team members between British Columbia and the school.
 - b) Accommodation and meals for all team members.
 - c) A professional fee of \$350 per evaluator, per day.
 - d) Incidental expenses of \$125 for each evaluator, per trip.
 - e) Applicable visa application fees.

Where the actual school inspection travel costs are greater than the funds prepaid by the school authority, the school must pay the province the additional costs, before Certification Status is granted. Where the actual school inspection travel costs are less than the prepaid funds, the province will refund the overpayment to the school authority.

- The school shall supply a location in the school building for the inspection team members to meet and work in privacy.
- Upon satisfactory inspection, the evaluation team will write a report that recommends approval for certification to the Inspector. Upon review and acceptance of the report by the Inspector, certification shall be granted to the school.
- Certification confirms that the school has met the requirements for British Columbia program certification and that British Columbia graduation certificates will be issued to its Grade 12 students upon the successful completion of provincial graduation requirements.
- On failure to achieve certification, Candidate Status may be extended at the discretion of the Inspector.

V. ANNUAL REQUIREMENTS FOR MAINTAINING BC PROGRAM CERTIFICATION

To maintain its British Columbia program certification, an offshore school shall, on an annual basis, satisfactorily complete the following:

A. An inspection.

- The requirements, procedures, and costs of annual inspections to maintain certification are the same as those described in Section IV.
- The inspection team will be appointed by the Inspector. Annual inspection teams will generally consist of two persons. Once every four years a larger team will be sent to the school to conduct a more in-depth evaluation.

B. School information.

Each year the school shall forward to the British Columbia Ministry of Education, the following:

- Completed teacher information forms for all teachers (Ministry Form I-2002).
- Completed student information forms for all students (Ministry Form 1701).

C. Grade 12 information.

Each year the school shall forward to the British Columbia Ministry of Education, the following:

- Completed student provincial course (Grade 11 and 12) and Grade 12 examination registration forms.
- Return of provincial examinations, completed, for provincial evaluation and scoring.
- Grade 11 and 12 school marks for all Grade 12 students for issuance of provincial transcripts and graduation certificates.

D. Annual Costs for Registering Students

The school shall forward to the Inspector of Independent Schools, a cheque made payable to the Minister of Finance, Province of British Columbia by December 15th of each school year, or as specified by the Inspector of Independent Schools, a registration fee payment for each student enrolled in the BC Program as follows:

- \$200 one time per student fee on entering the BC Kindergarten through Grade 9 program.
- \$350 one time per student fee on entering the Graduation Program at Grade 10, 11 or 12. The fee is for the five required examinations listed in the Graduation Program Order and the administration of the transcript and the British Columbia Certificate of Graduation.
- \$50 fee for each additional Grade 12 examination written beyond the English 12 exam.
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