Enter New Curriculum:

The following information will be needed for the curriculum application process:

- Curriculum information
- Create a Curriculum Outline (if applicable)
- Detailed Coursework & Testing information (when applicable)
- Textbook Information
- Equipment Information
- Download Evaluation Checklist (if applicable)
- Download Student Disclosures (if applicable)
- Upload Affiliation Agreements (if applicable)

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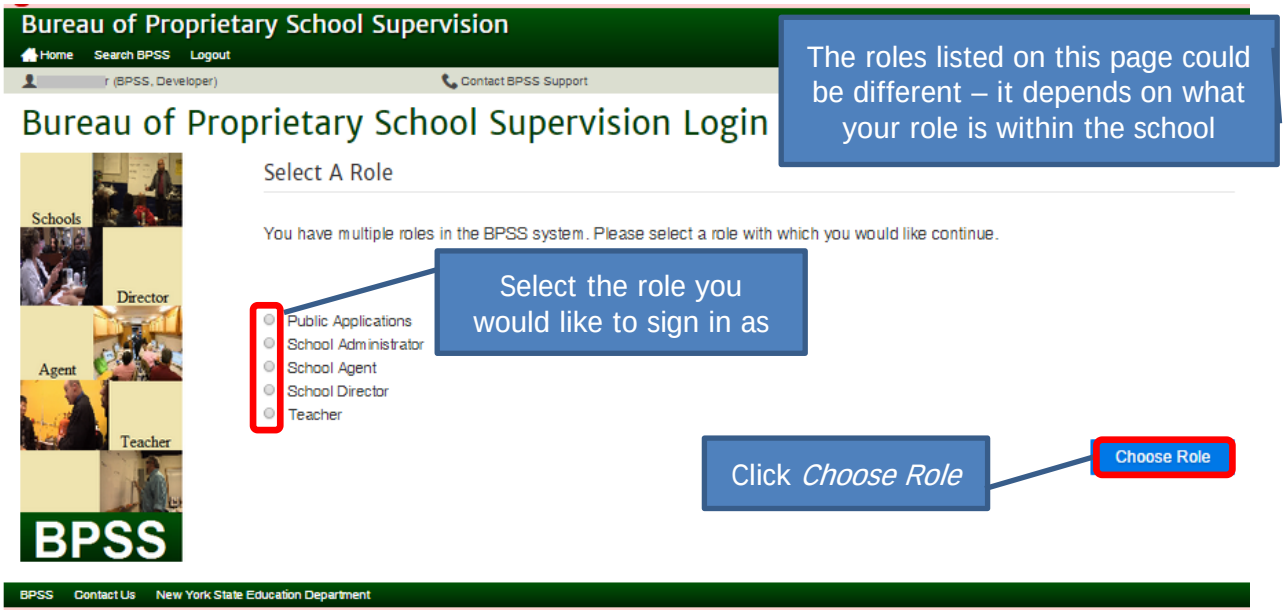

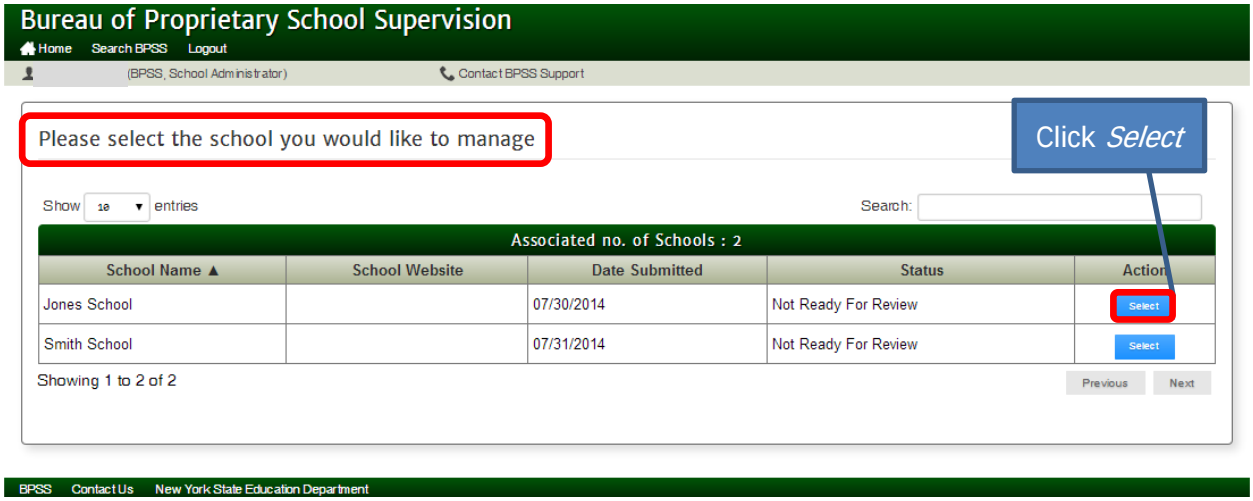

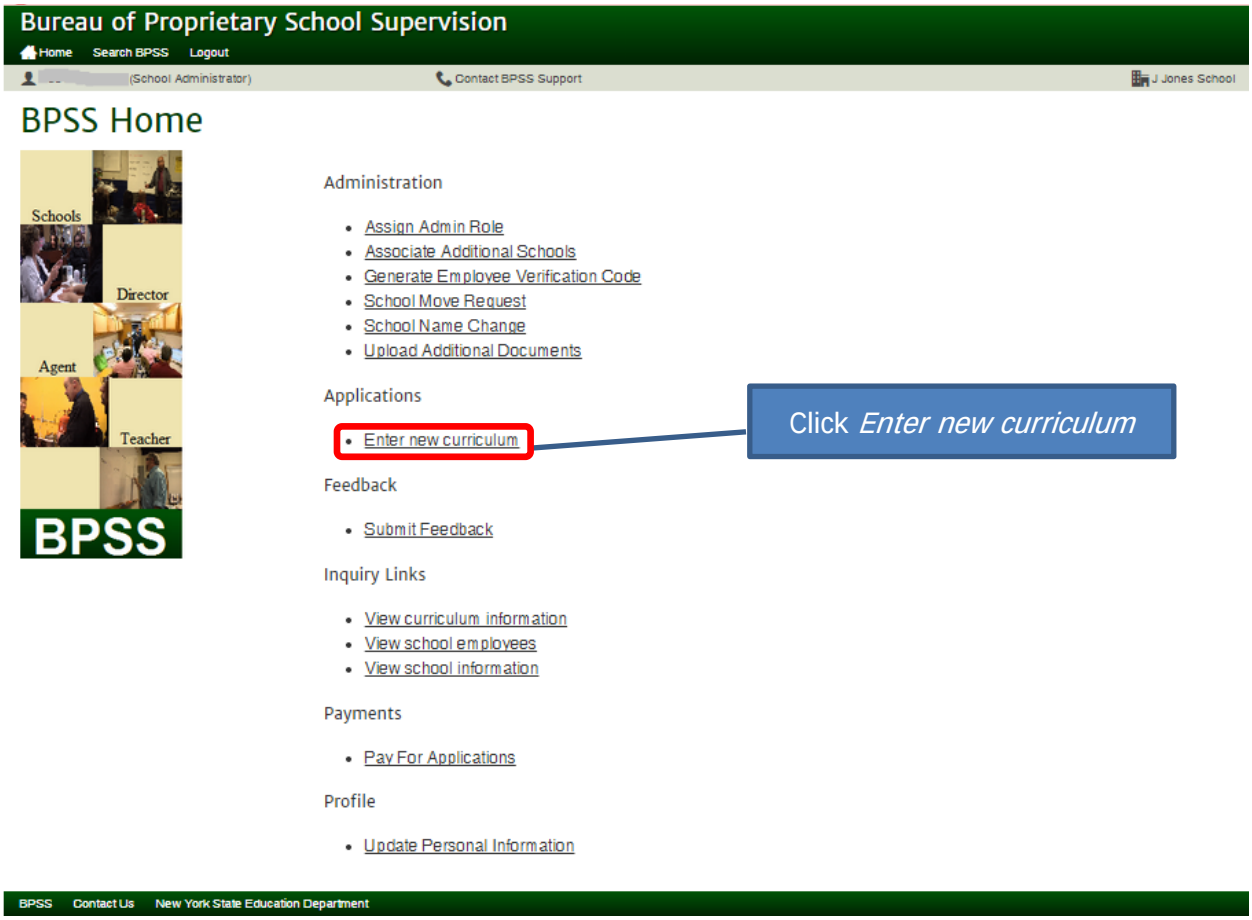
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Click Enter new curriculum
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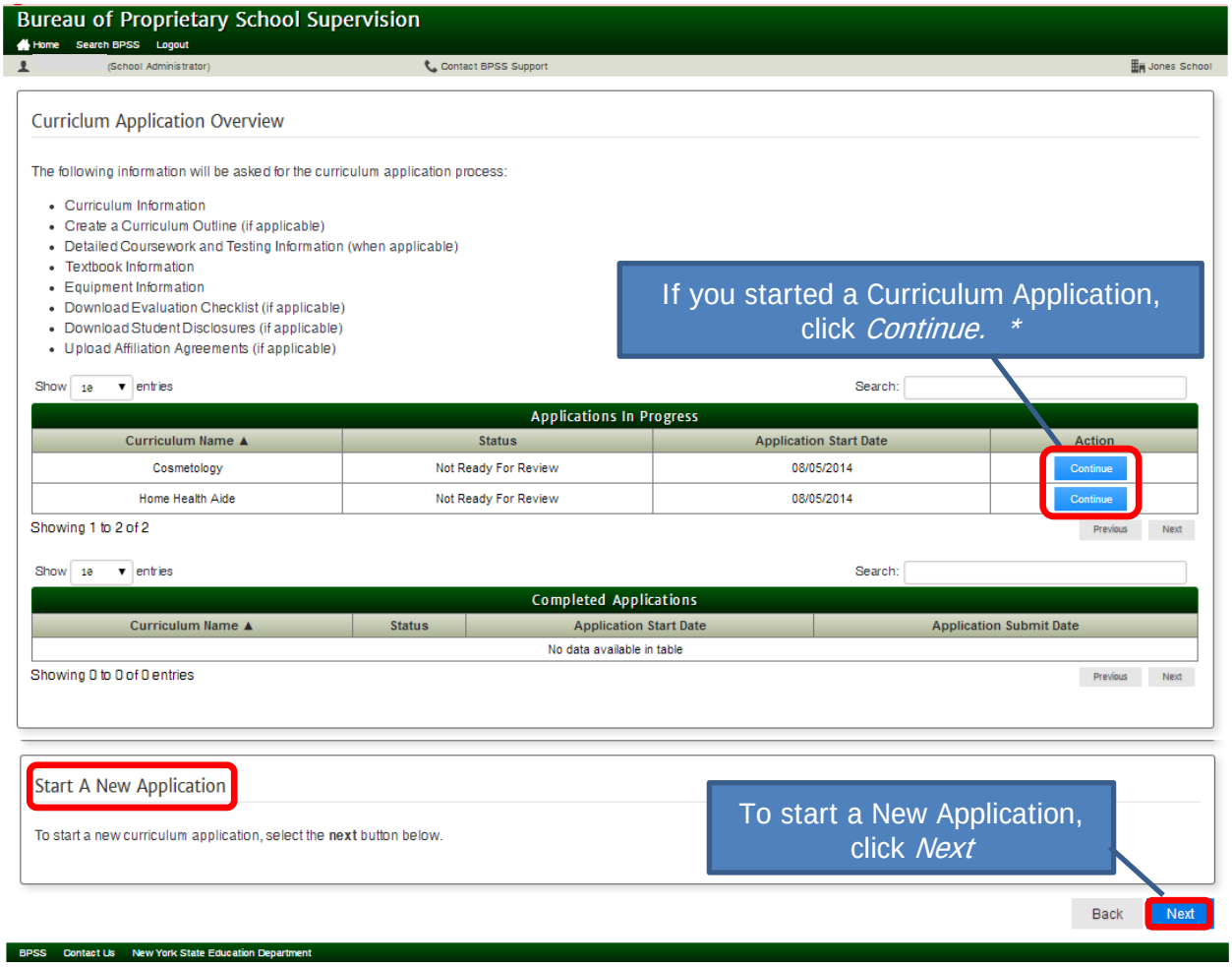

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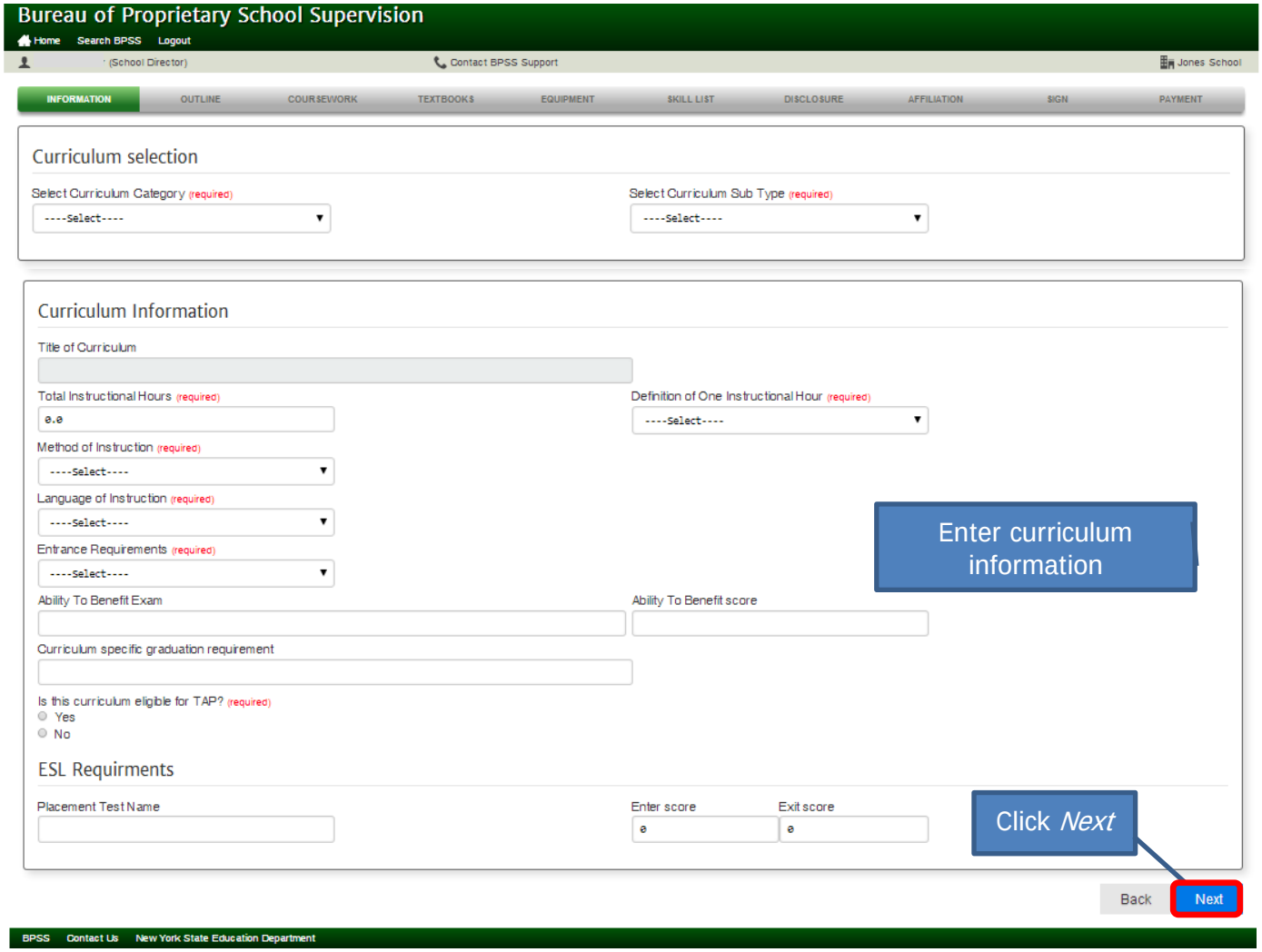
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Curriculum selection
Select Curriculum Category (required)
----Select----
Select Curriculum Sub Type (required)
----Select----
Curriculum Information
Title of Curriculum
Total Instructional Hours (required)
0.0
Definition of One Instructional Hour (required)
----Select----
Method of Instruction (required)
----Select----
Language of Instruction (required)
----Select----
Entrance Requirements (required)
----Select----
Enter curriculum information
Ability To Benefit Exam
Ability To Benefit score
Curriculum specific graduation requirement
Is this curriculum eligible for TAP? (required)
Yes
No
ESL Requirments
Placement Test Name
Enter score
Exit score
0
0
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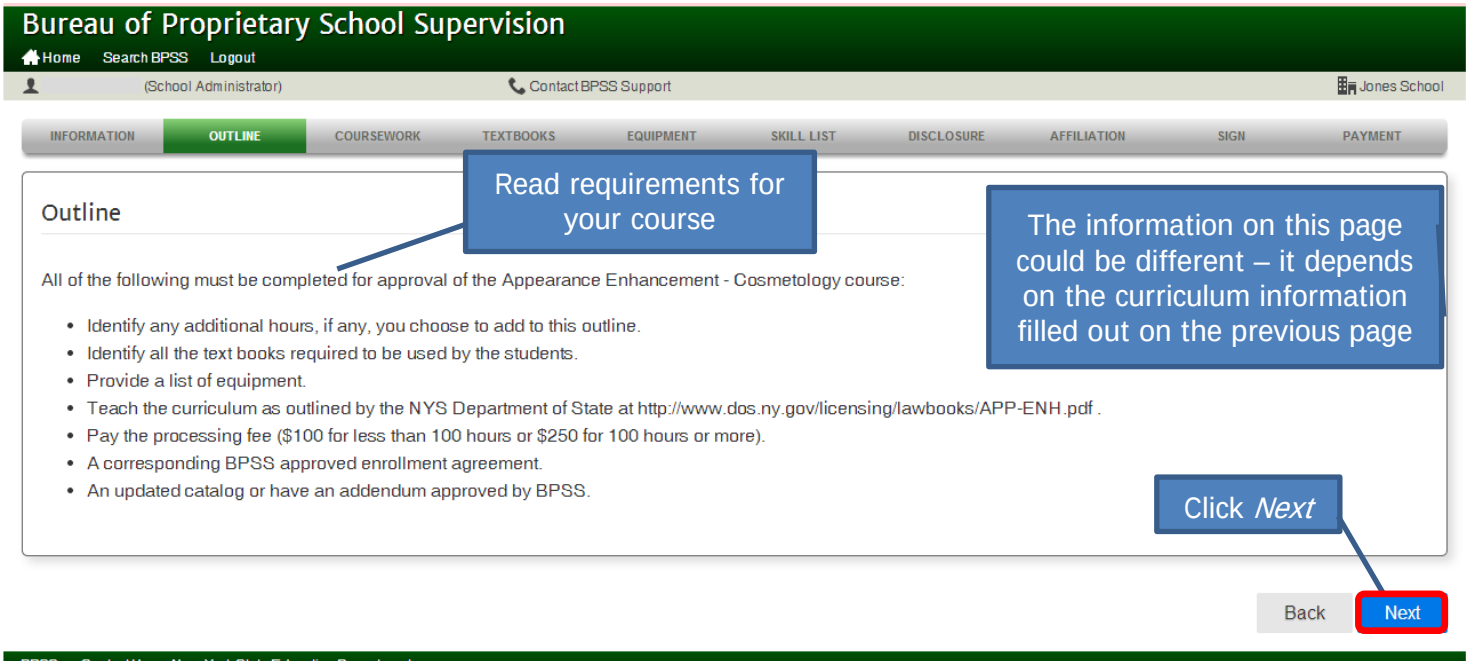
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PAYMENT
Outline
Read requirements for your course
The information on this page could be different – it depends on the curriculum information filled out on the previous page
All of the following must be completed for approval of the Appearance Enhancement - Cosmetology course:
Identify any additional hours, if any, you choose to add to this outline.
Identify all the text books required to be used by the students.
Provide a list of equipment.
Teach the curriculum as outlined by the NYS Department of State at http://www.dos.ny.gov/licensing/lawbooks/APP-ENH.pdf .
Pay the processing fee ($100 for less than 100 hours or $250 for 100 hours or more).
A corresponding BPSS approved enrollment agreement.
An updated catalog or have an addendum approved by BPSS.
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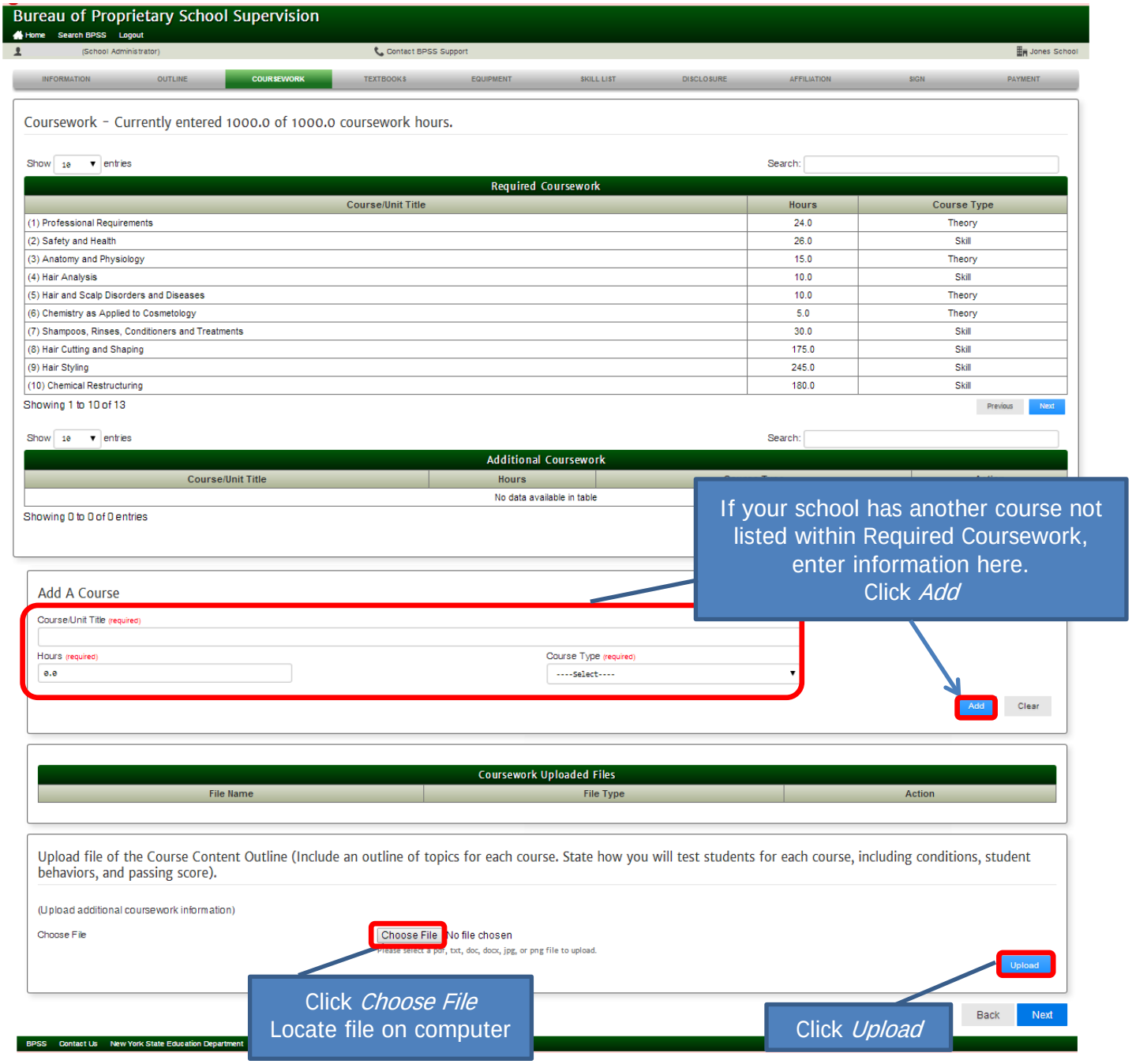
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Coursework - Currently entered 1000.0 of 1000.0 coursework hours.
Show 10 entries
Search:
Required Coursework
Course/Unit Title
Hours
Course Type
(1) Professional Requirements 24.0 Theory
(2) Safety and Health 26.0 Skill
(3) Anatomy and Physiology 15.0 Theory
(4) Hair Analysis 10.0 Skill
(5) Hair and Scalp Disorders and Diseases 10.0 Theory
(6) Chemistry as Applied to Cosmetology 5.0 Theory
(7) Shampoos, Rinses, Conditioners and Treatments 30.0 Skill
(8) Hair Cutting and Shaping 175.0 Skill
(9) Hair Styling 245.0 Skill
(10) Chemical Restructuring 180.0 Skill
Showing 1 to 10 of 13
Previous
Next
Show 10 entries
Search:
Additional Coursework
Course/Unit Title
Hours
No data available in table
Showing 0 to 0 of 0 entries
If your school has another course not listed within Required Coursework, enter information here.
Click Add
Add A Course
Course/Unit Title (required)
Hours (required)
0.0
Course Type (required)
----Select----
Add
Clear
Coursework Uploaded Files
File Name
File Type
Action
Upload file of the Course Content Outline (Include an outline of topics for each course. State how you will test students for each course, including conditions, student behaviors, and passing score).
(Upload additional coursework information)
Choose File
Choose File
No file chosen
Please select a pdf, txt, doc, docx, jpg, or png file to upload.
Upload
Click Choose File
Locate file on computer
Click Upload
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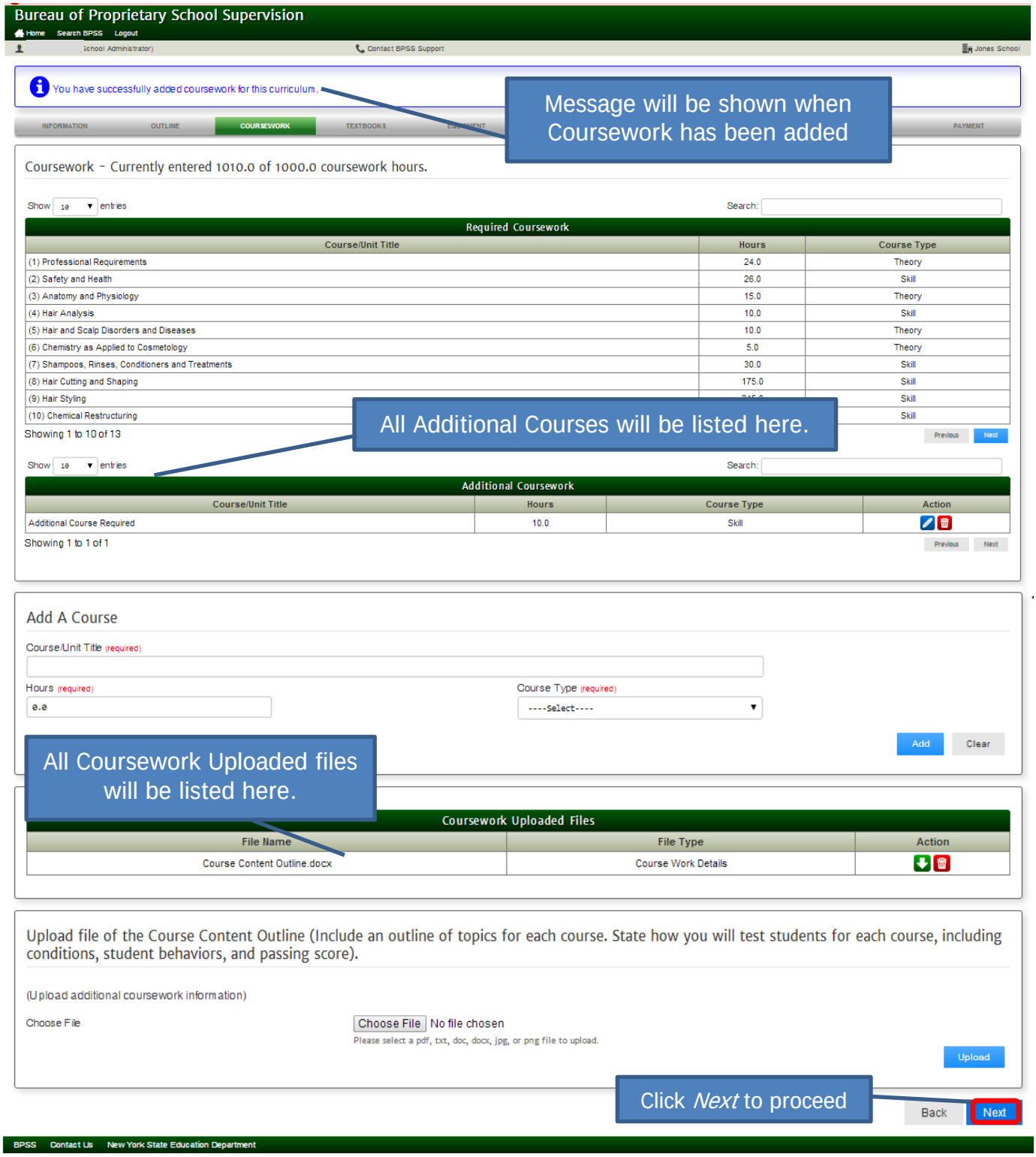

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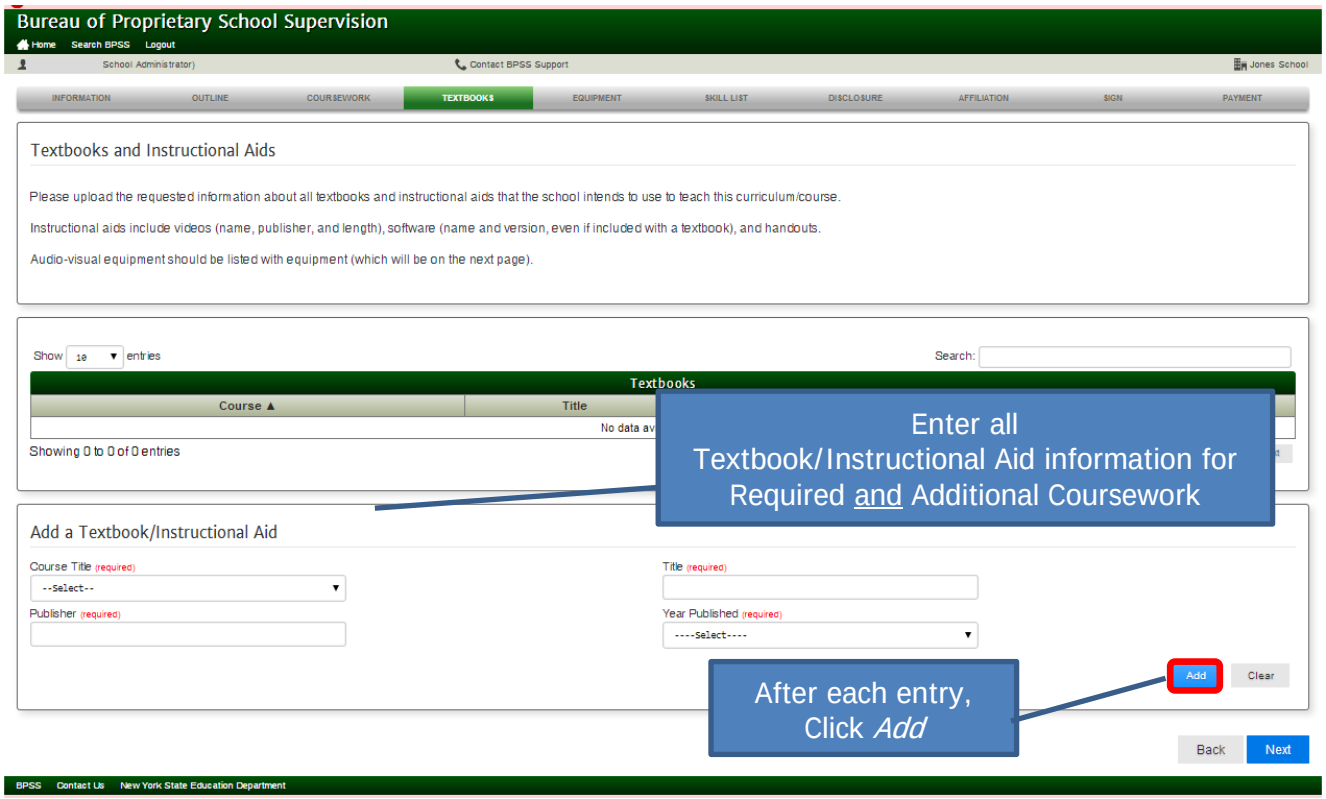
- edit information, make changes & click *Save*
- remove information
- download file to your computer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Textbooks and Instructional Aids
Please upload the requested information about all textbooks and instructional aids that the school intends to use to teach this curriculum/course.
Instructional aids include videos (name, publisher, and length), software (name and version, even if included with a textbook), and handouts.
Audio-visual equipment should be listed with equipment (which will be on the next page).
Show
entries
Search:
Textbooks
Course
Title
No data av
Showing 0 to 0 of 0 entries
Enter all
Textbook/Instructional Aid information for
Required and Additional Coursework
Add a Textbook/Instructional Aid
Course Title (required)
--Select--
Title (required)
Publisher (required)
Year Published (required)
----Select----
After each entry,
Click Add
Add
Clear
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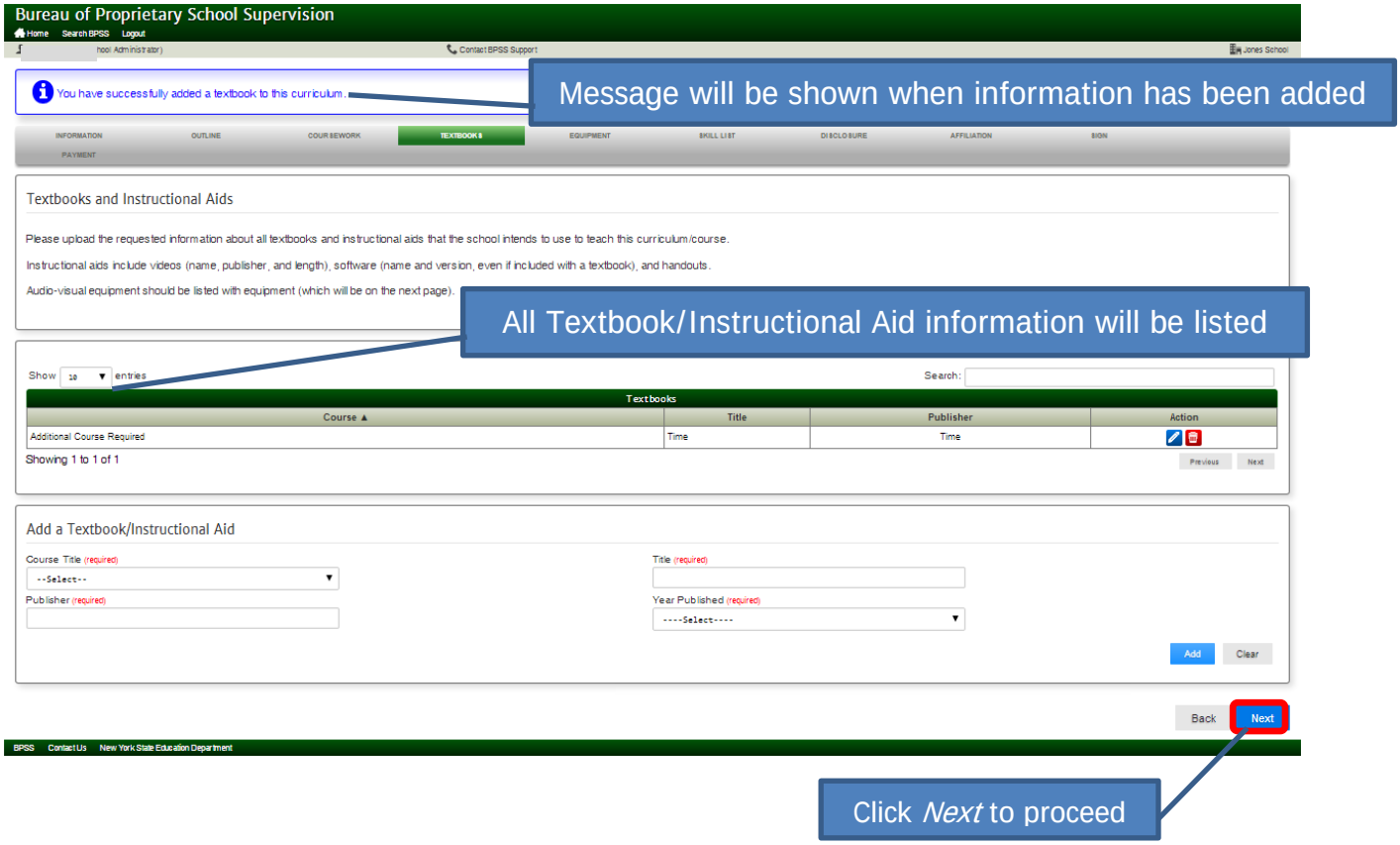
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You have successfully added a textbook to this curriculum.
Message will be shown when information has been added
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Textbooks and Instructional Aids
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Audio-visual equipment should be listed with equipment (which will be on the next page).
All Textbook/Instructional Aid information will be listed
Show 10 entries
Search:
Textbooks
Course
Title
Publisher
Action
Additional Course Required
Time
Time
Showing 1 to 1 of 1
Previous
Next
Add a Textbook/Instructional Aid
Course Title (required)
--Select--
Title (required)
Publisher (required)
Year Published (required)
----Select----
Add
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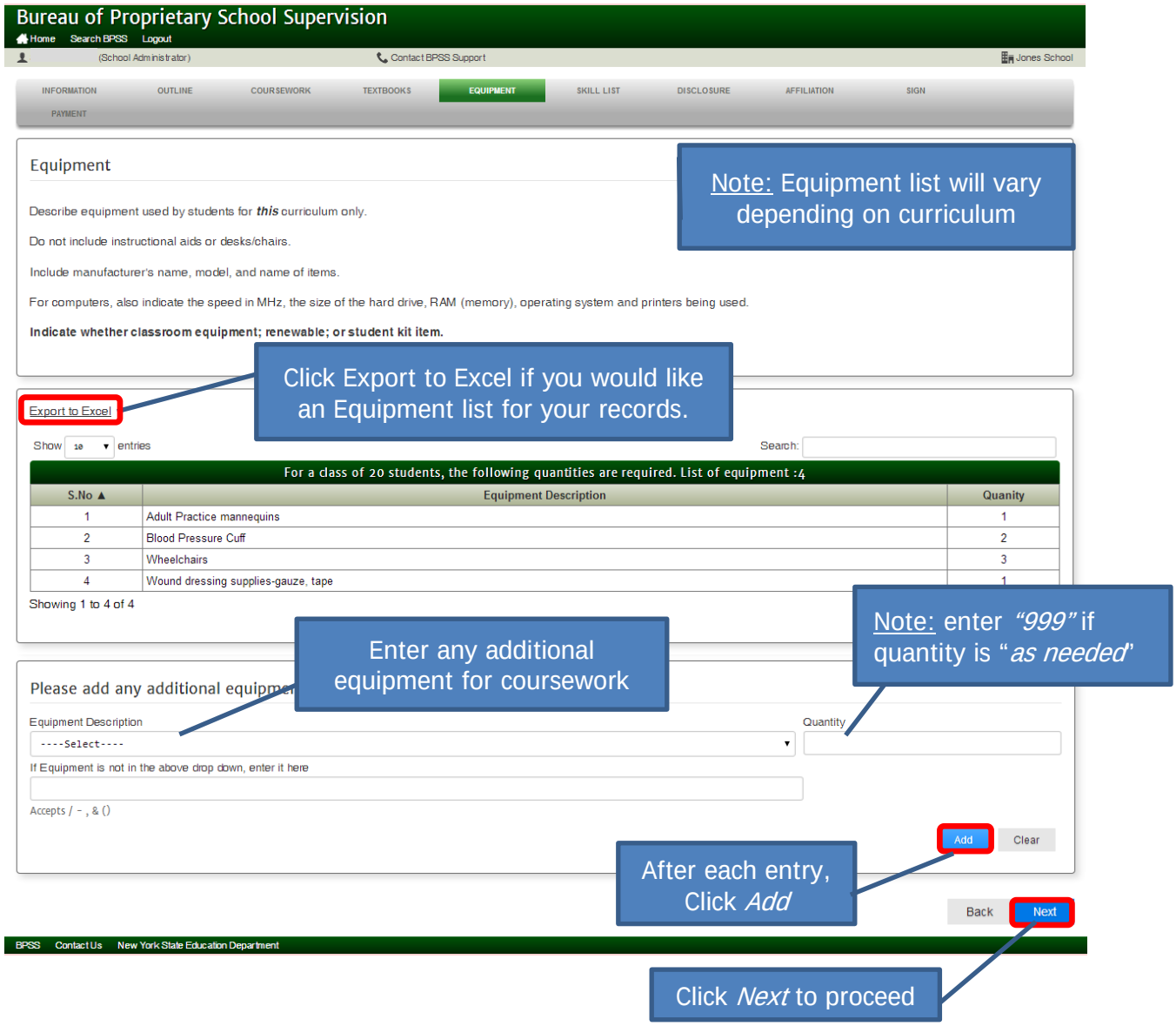
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PAYMENT
Equipment
Describe equipment used by students for this curriculum only.
Do not include instructional aids or desks/chairs.
Include manufacturer's name, model, and name of items.
For computers, also indicate the speed in MHz, the size of the hard drive, RAM (memory), operating system and printers being used.
Indicate whether classroom equipment; renewable; or student kit item.
Note: Equipment list will vary depending on curriculum
Export to Excel
Click Export to Excel if you would like an Equipment list for your records.
Show 10 entries
Search:
For a class of 20 students, the following quantities are required. List of equipment :4
S.No
Equipment Description
Quanity
1 Adult Practice mannequins 1
2 Blood Pressure Cuff 2
3 Wheelchairs 3
4 Wound dressing supplies-gauze, tape 1
Showing 1 to 4 of 4
Enter any additional equipment for coursework
Note: enter "999" if quantity is "as needed"
Please add any additional equipm
Equipment Description
----Select----
Quantity
If Equipment is not in the above drop down, enter it here
Accepts / - , & ()
Add
Clear
After each entry, Click Add
Back
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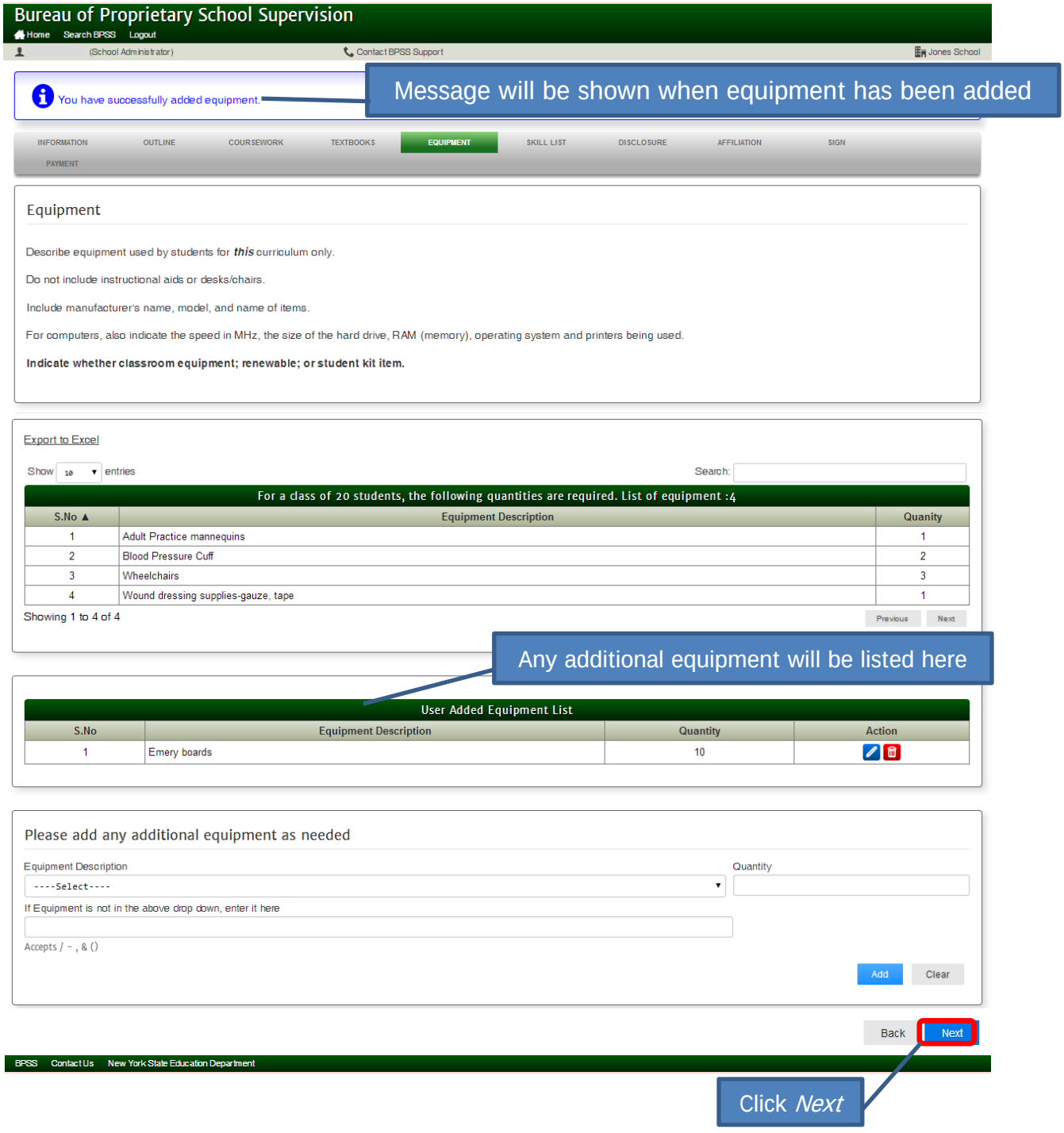
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Equipment
Describe equipment used by students for this curriculum only.
Do not include instructional aids or desks/chairs.
Include manufacturer's name, model, and name of items.
For computers, also indicate the speed in MHz, the size of the hard drive, RAM (memory), operating system and printers being used.
Indicate whether classroom equipment; renewable; or student kit item.
Export to Excel
Show 10 entries
Search:
For a class of 20 students, the following quantities are required. List of equipment :4
S.No
Equipment Description
Quanity
1 Adult Practice mannequins 1
2 Blood Pressure Cuff 2
3 Wheelchairs 3
4 Wound dressing supplies-gauze, tape 1
Showing 1 to 4 of 4
Previous
Next
Any additional equipment will be listed here
User Added Equipment List
S.No
Equipment Description
Quantity
Action
1 Emery boards 10
Please add any additional equipment as needed
Equipment Description
----Select----
Quantity
If Equipment is not in the above drop down, enter it here
Accepts / - , & ()
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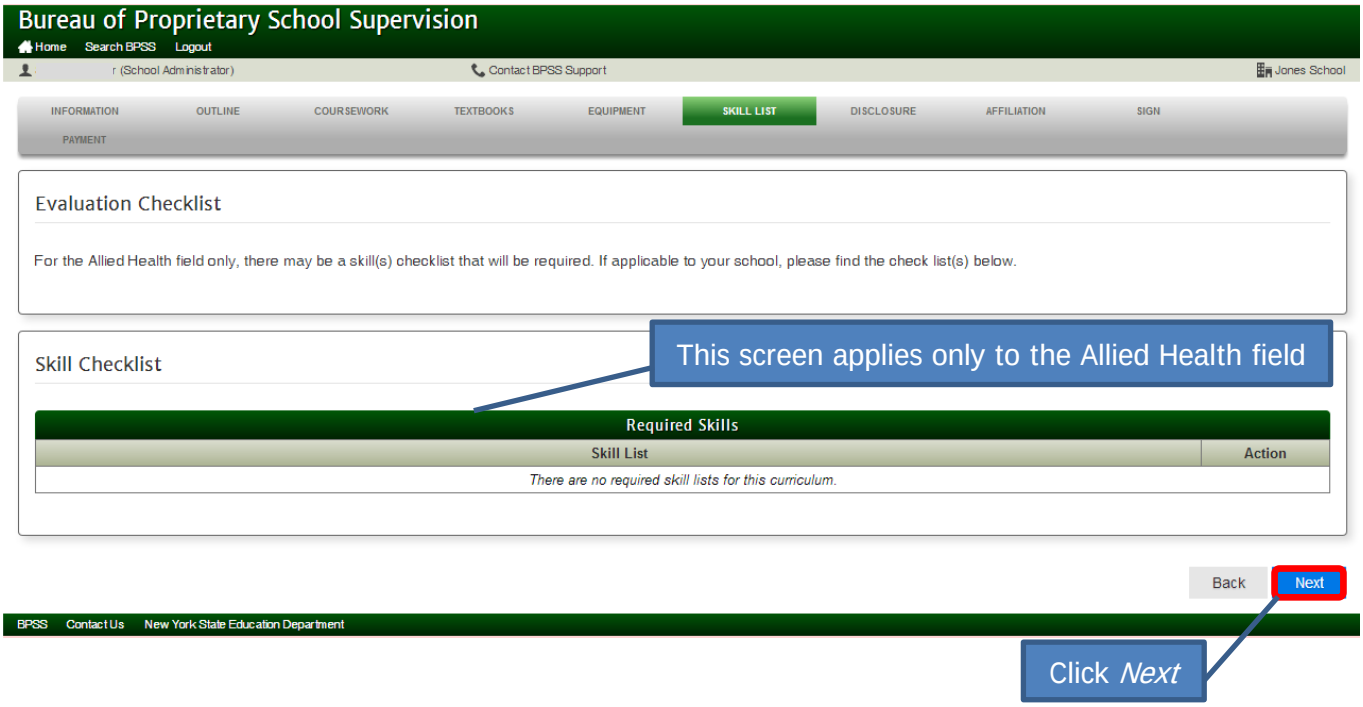

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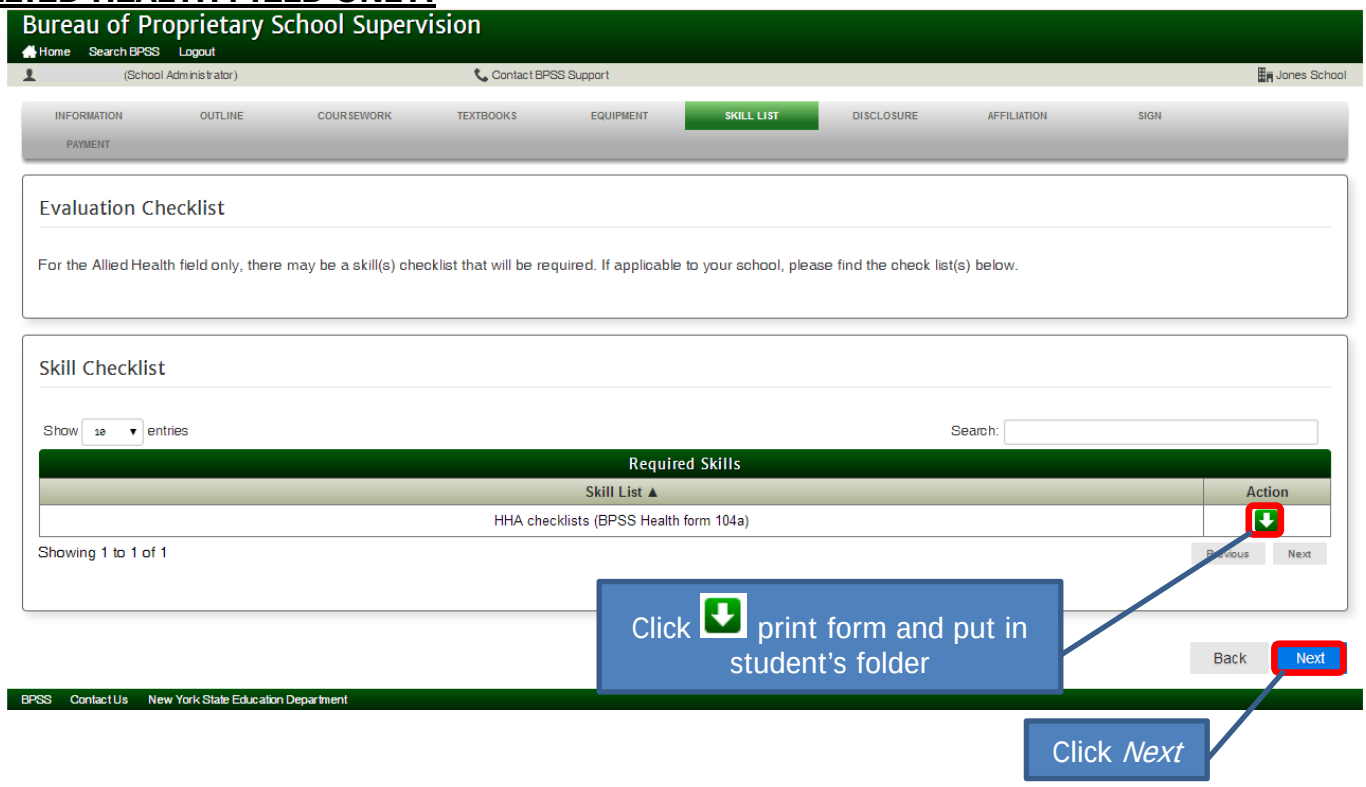

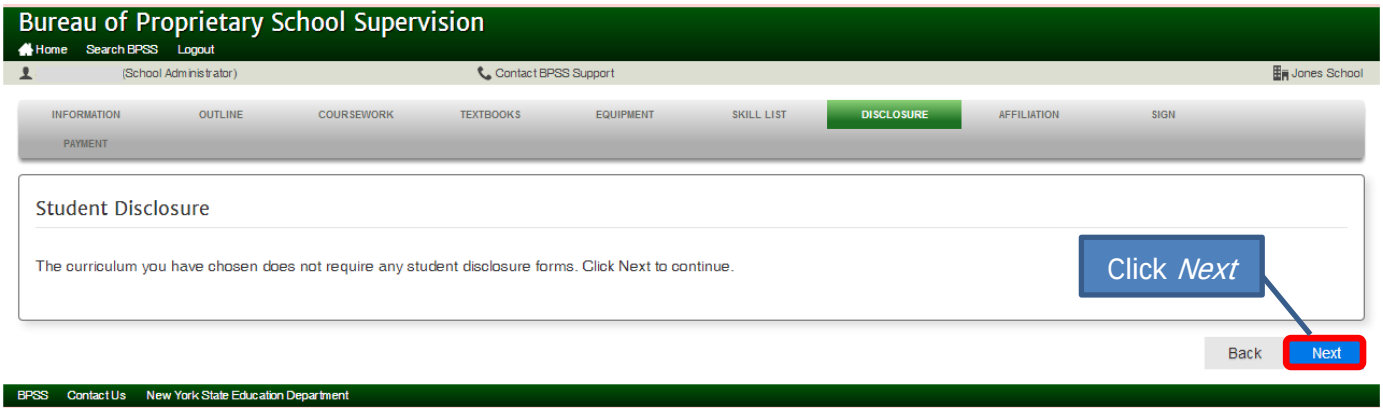
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The curriculum you have chosen does not require any student disclosure forms. Click Next to continue.
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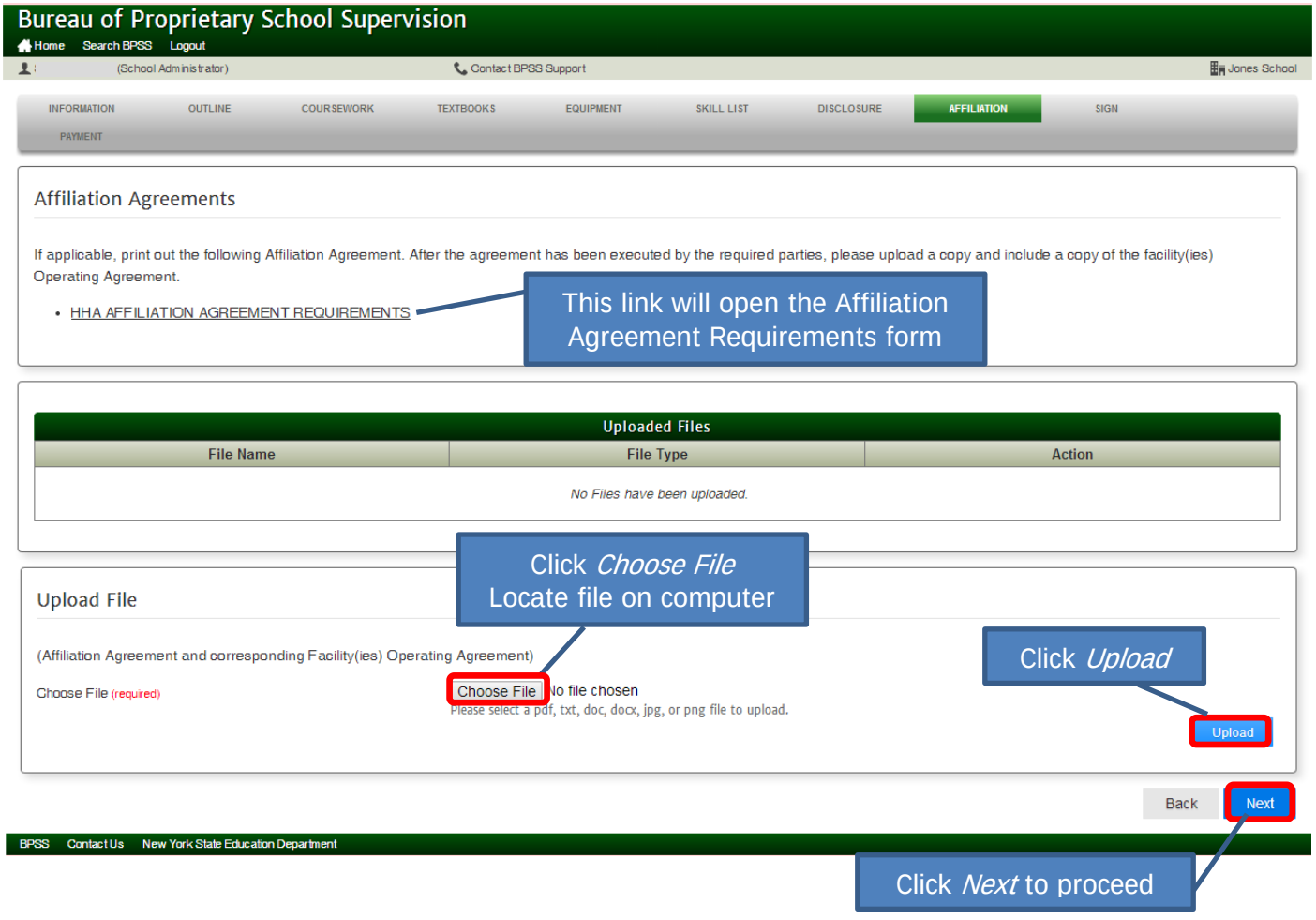
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File Name
File Type
Action
No Files have been uploaded.
Upload File
Click Choose File
Locate file on computer
(Affiliation Agreement and corresponding Facility(ies) Operating Agreement)
Choose File (required)
Choose File
No file chosen
Please select a pdf, txt, doc, docx, jpg, or png file to upload.
Click Upload
Upload
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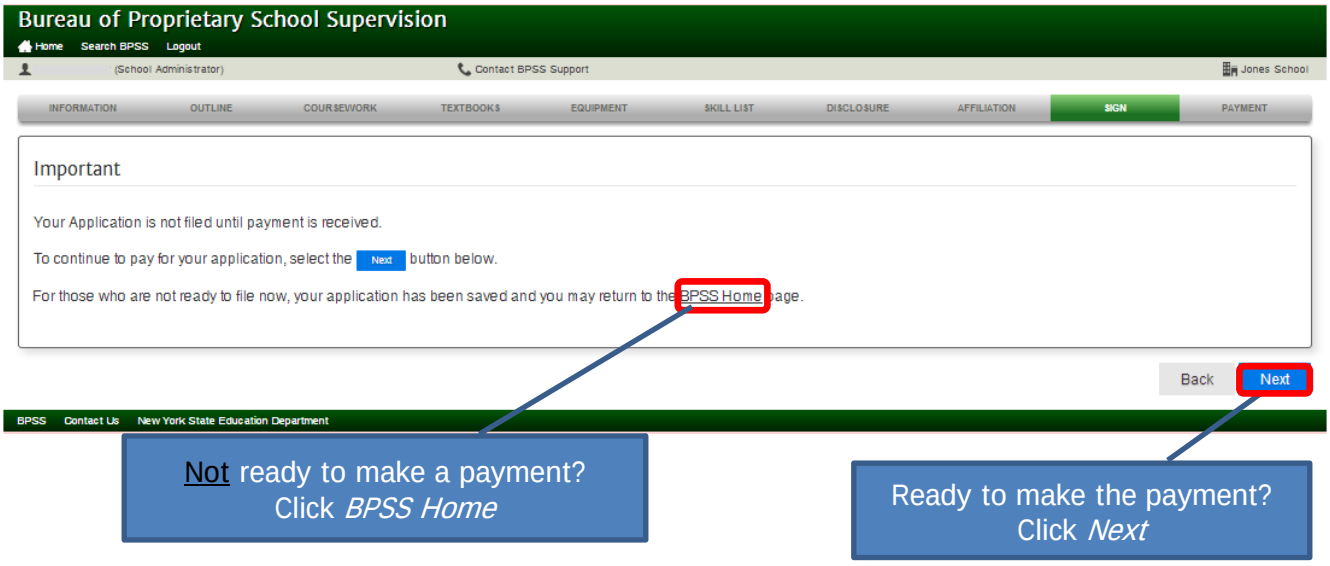
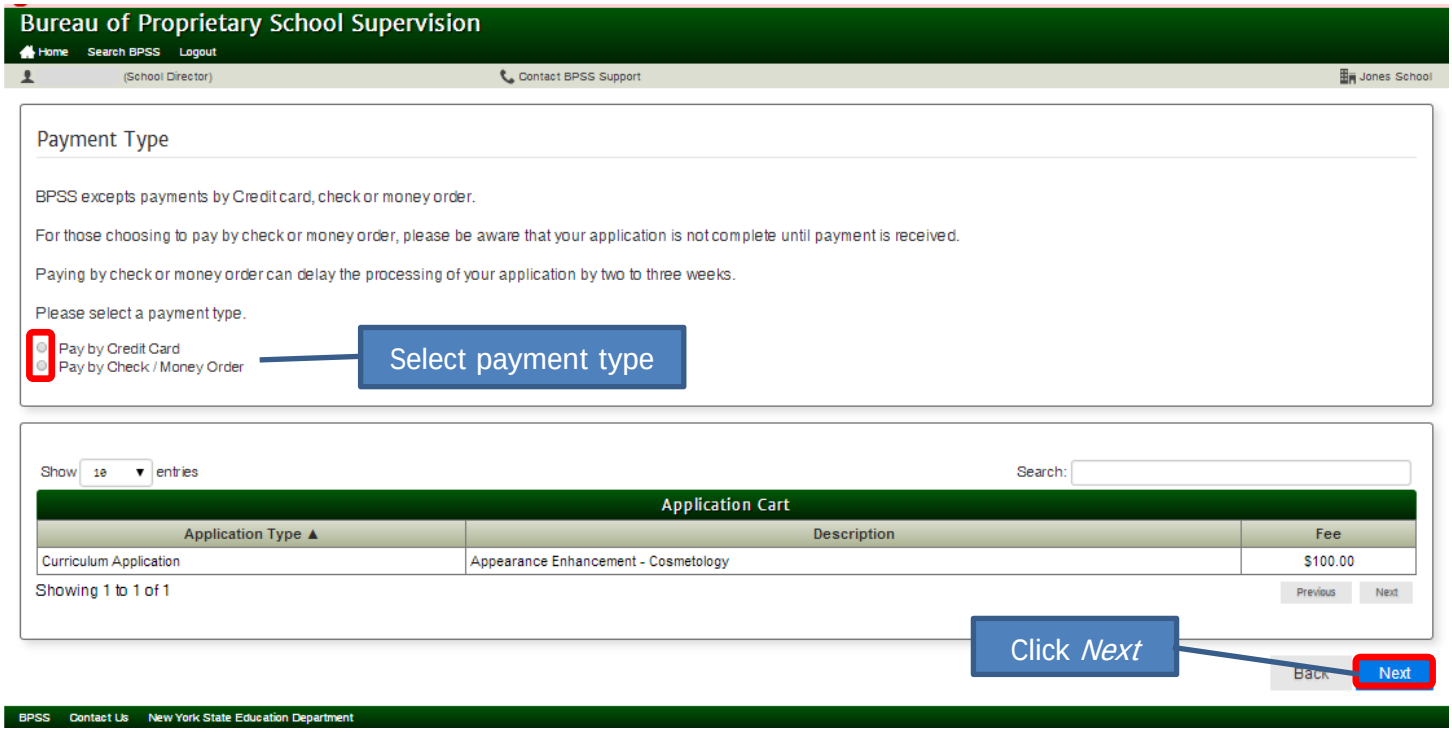
Payment and fees

New Curriculum - No evaluation will be done without the appropriate fee having been submitted. (No fee is required for personal enrichment and some other programs described in PG 31-1212.) If no fee is required, send an email to bpss@mail.nysed.gov and provide the name of the school, name of the curriculum, date of submission and reason why no fee is due.

Reapprovals - No fee is required if there has been no change or if the change is minor as described in PG 31-1212. In that case, send an email to bpss@mail.nysed.gov and provide the name of the school, name of the curriculum, date of submission and reason why no fee is due.

Amendments – Upload a cover letter under curriculum outline indicating all changes made in the course/curriculum. (No fee is required for personal enrichment and some other programs described in PG 31-1212.) If no fee is required, send an email to bpss@mail.nysed.gov and provide the name of the school, name of the curriculum, date of submission and reason why no fee is due.

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Description
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Appearance Enhancement - Cosmetology
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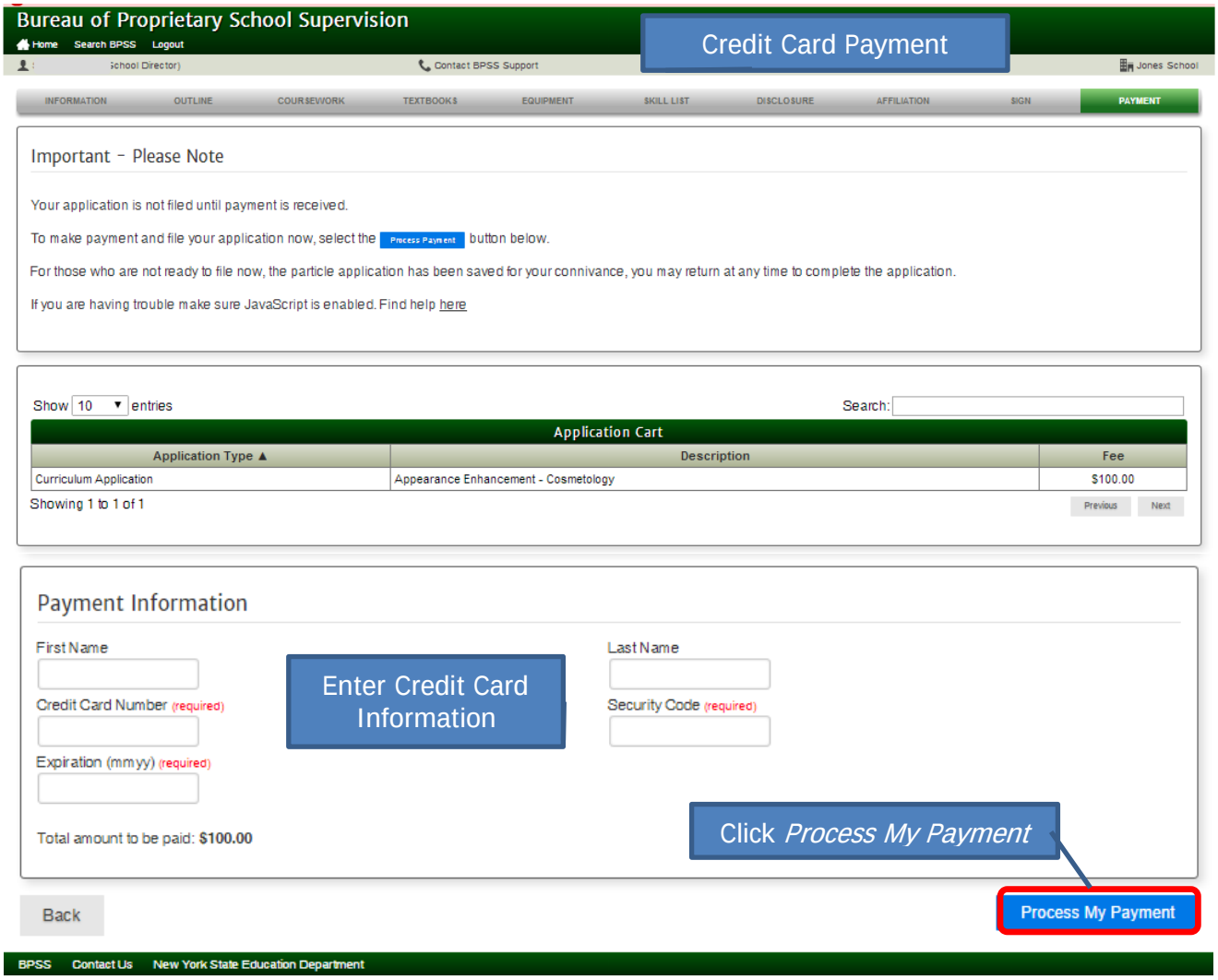
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Show 10 entries
Search:
Application Cart
Application Type
Description
Fee
Curriculum Application
Appearance Enhancement - Cosmetology
$100.00
Showing 1 to 1 of 1
Previous
Next
Payment Information
First Name
Last Name
Credit Card Number (required)
Security Code (required)
Expiration (mmyy) (required)
Enter Credit Card Information
Total amount to be paid: $100.00
Click Process My Payment
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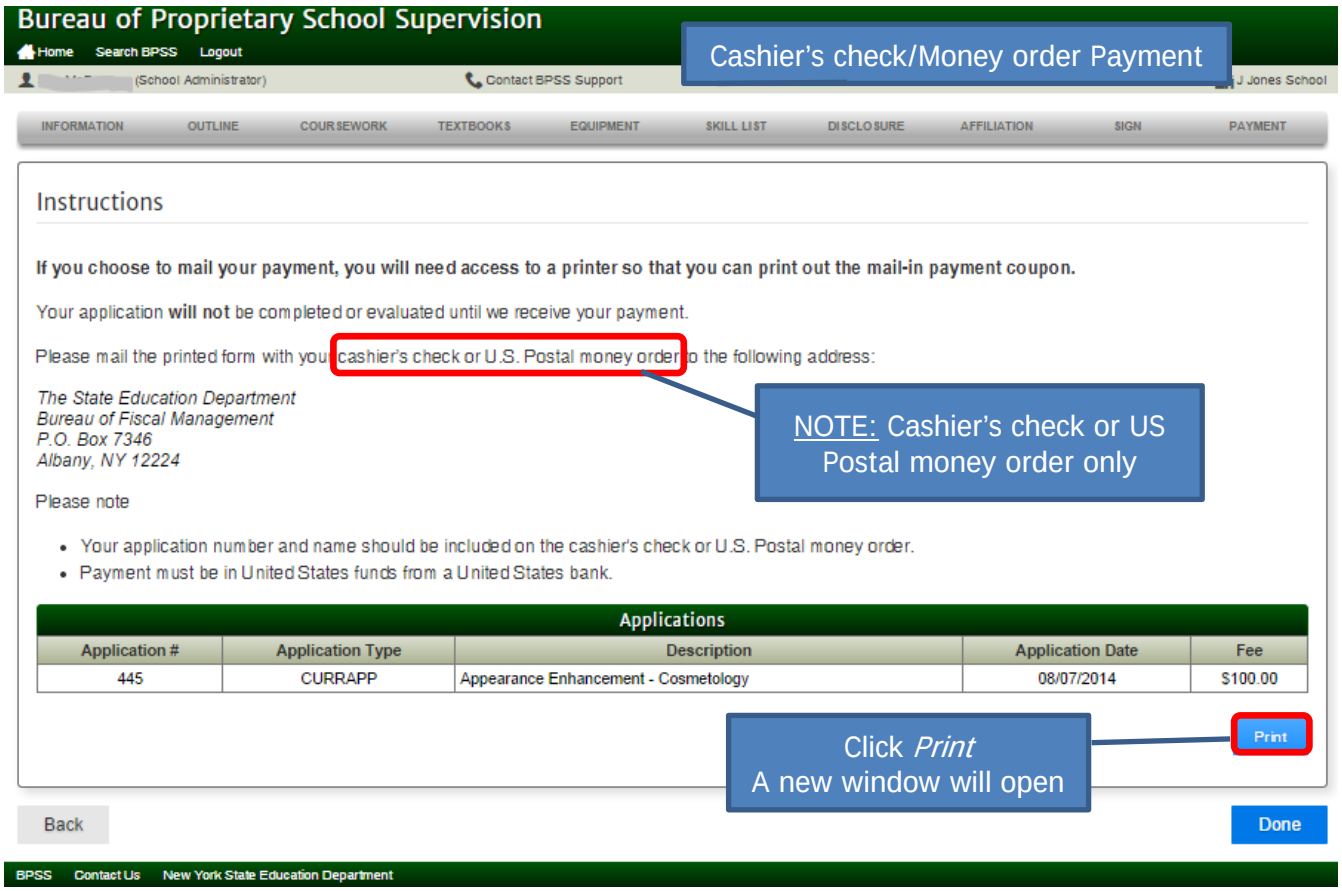
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Your application will not be completed or evaluated until we receive your payment.
Please mail the printed form with your cashier's check or U.S. Postal money order to the following address:
The State Education Department
Bureau of Fiscal Management
P.O. Box 7346
Albany, NY 12224
Please note
Your application number and name should be included on the cashier's check or U.S. Postal money order.
Payment must be in United States funds from a United States bank.
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Application Type
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Application Date
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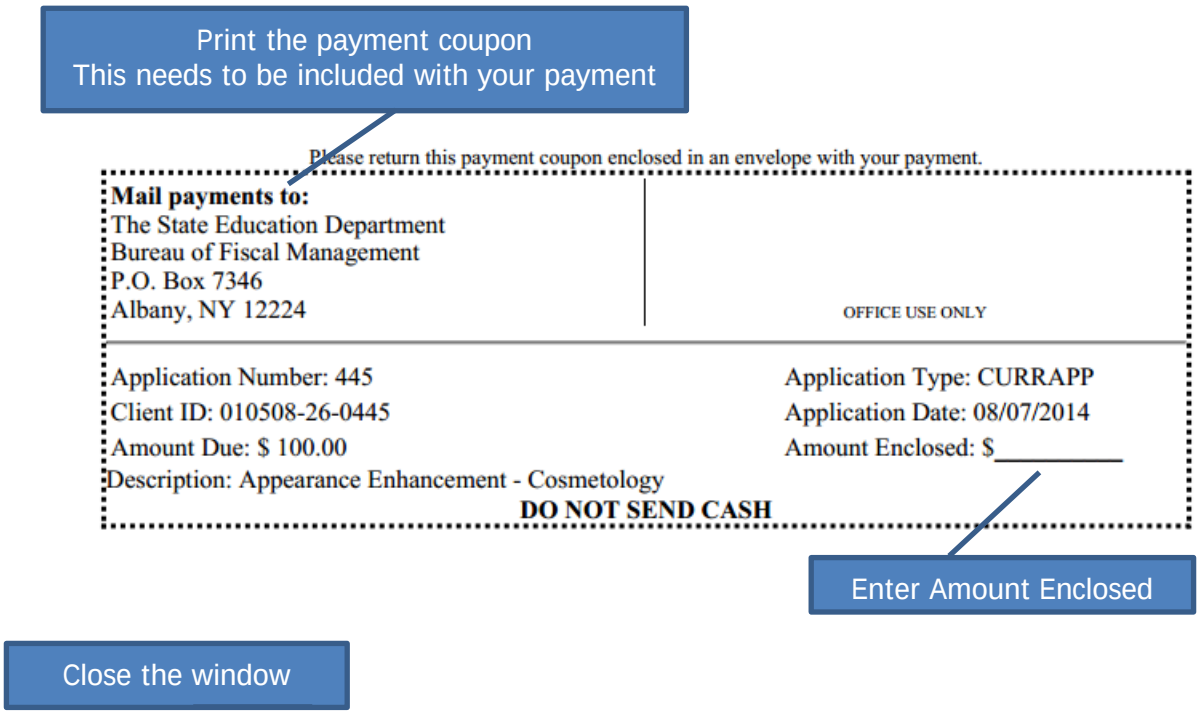
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Please return this payment coupon enclosed in an envelope with your payment.
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The State Education Department
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Albany, NY 12224
OFFICE USE ONLY
Application Number: 445
Client ID: 010508-26-0445
Amount Due: $ 100.00
Description: Appearance Enhancement - Cosmetology
Application Type: CURRAPP
Application Date: 08/07/2014
Amount Enclosed: $_____
DO NOT SEND CASH
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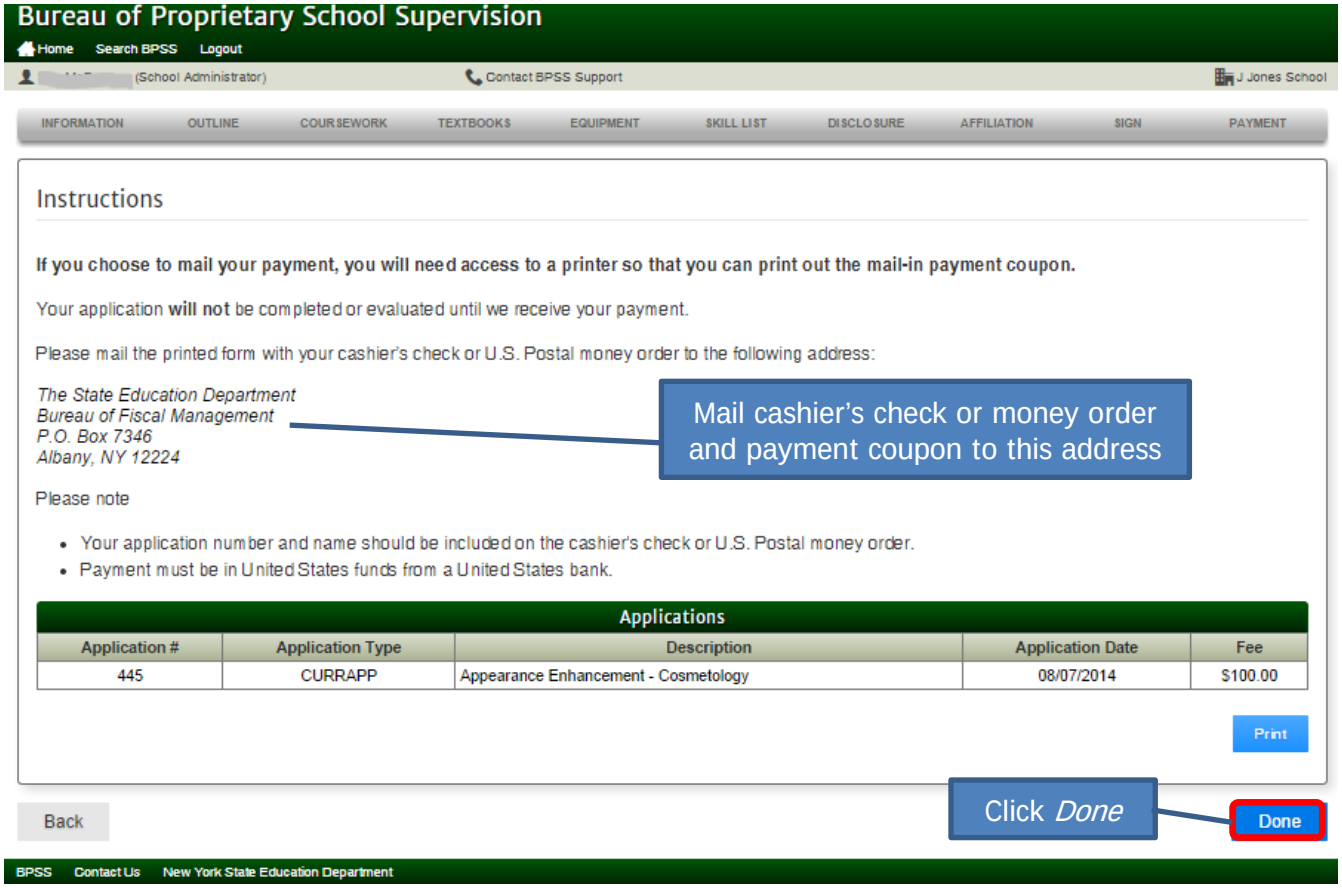
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Your application will not be completed or evaluated until we receive your payment.
Please mail the printed form with your cashier's check or U.S. Postal money order to the following address:
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Bureau of Fiscal Management
P.O. Box 7346
Albany, NY 12224
Mail cashier's check or money order and payment coupon to this address
Please note
Your application number and name should be included on the cashier's check or U.S. Postal money order.
Payment must be in United States funds from a United States bank.
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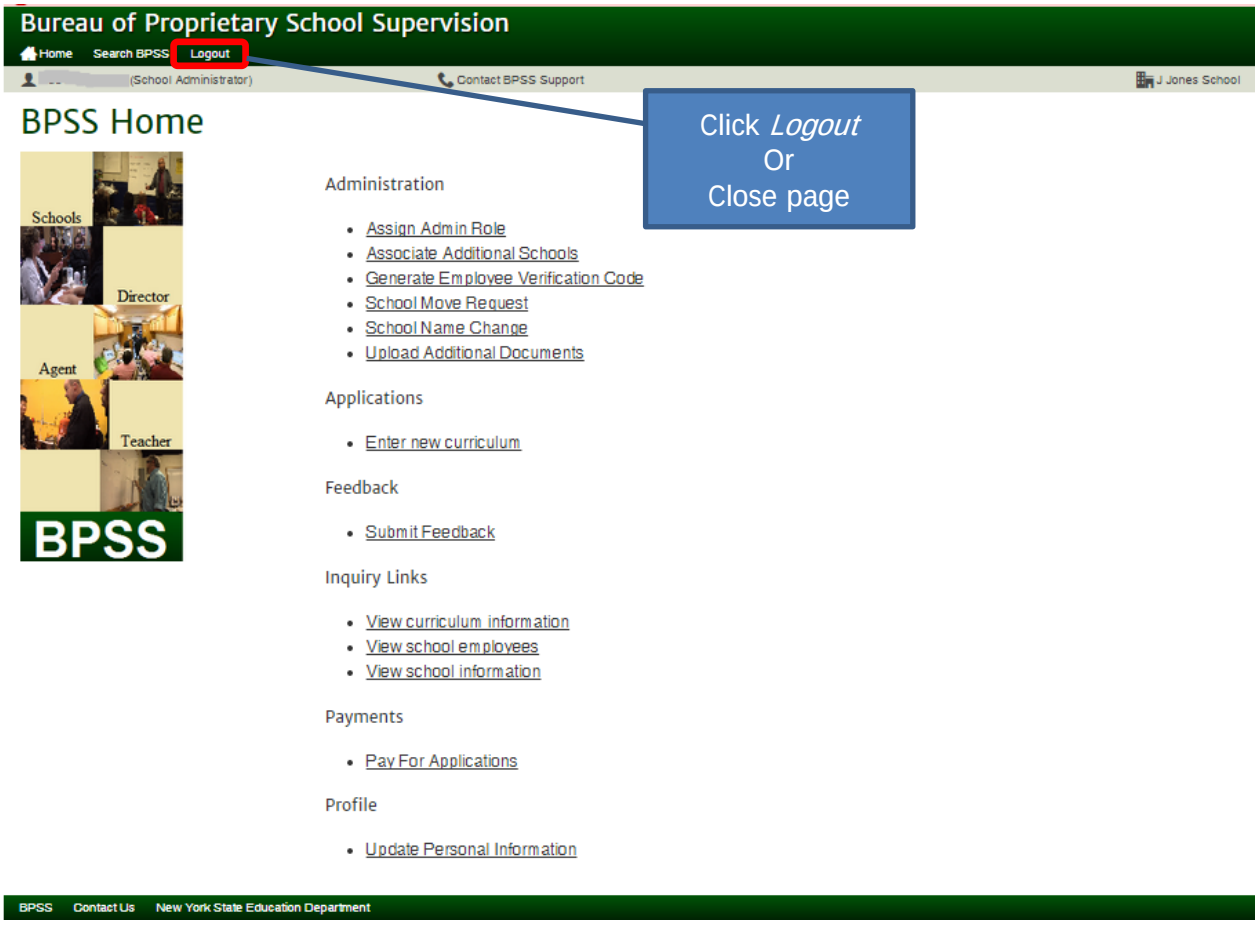
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School Move Request
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