

NEW YORK FILM ACADEMY

BPSS Instructor Licensing Information

- **Permit License (New Hire)** – All new hires apply for a permit license upon hire and before they start teaching. This license is valid for 1 Year and is not renewable. During the tenure of the permit license, the instructor must complete a 30-clock hour course (Course 1) in the methods of teaching through a BPSS-approved association OR have 3 semester credits of college coursework in methods of teaching in order to move to the next level of licensing. It is mandatory that the course and the submission of the Course 1 Certificate of Completion to BPSS is completed **3 months before** the Permit License is scheduled to expire.
- **Provisional License** – This license is valid for 3 years and is not renewable. A Provisional License is received only after BPSS has approved an instructor’s Course 1 Certificate of Completion through their online portal along with an employment verification letter from NYFA. During the tenure of the provisional license, the instructor must complete an additional 60-clock hours in professional education (Course 2 and 3) through a BPSS-approved association or an additional 6 semester credits of college course work in Professional Education. It is mandatory that the courses and the submission of the Course 2 and Course 3 Certificates of Completion to BPSS are completed 3 months before the Provisional License is scheduled to expire. **Note: This applies to individuals who do not have a terminal degree in their field. Individuals who have a terminal degree in field will apply for a Full License.**
- **Full License** – Valid for 4 years and is renewable. There are no course requirements during the Full License. You are required to submit the next level of licensing 3 months before the Full License is scheduled to expire.
- **Straight to Full License** – Individuals who have a terminal degree such as a Juris Doctrine or Doctoral Degree in field can apply for a Full License instead of a Permit License. The Full License is valid for 4 years and is renewable. There are no course requirements during the Full License. You are required to submit the next level of licensing 3 months before the Full License is scheduled to expire.

BPSS Instructor Licensing Course Information

17 Battery Place New York, NY 10004 | t. 1-212-966-3488 | f. 1-212-344-4435 | e. film@nyfa.edu

WWW.NYFA.EDU

LOS ANGELES • ABU DHABI, UAE • AUSTRALIA • SOUTH BEACH • FLORENCE • HARVARD UNIVERSITY* • DISNEY STUDIOS* • PARIS* • TOKYO* • BEIJING* • SHANGHAI • SEOUL* *SUMMER ONLY

NEW YORK FILM ACADEMY

- **Course 1 – Basic Teaching Methods** - 30-clock hour course over 3 days. This course provides a foundation of theory and practice in vocational education, focusing on the adult learner. It provides a model for teaching and materials that can be used in the classroom. The main topics include student-centered teaching, planning for success, using learning objectives, setting the best educational environment, methods of presentation, evaluating student progress and simplified record keeping. **COURSE MUST BE TAKEN IN PERSON.**
- **Course 2 – Intermediate Becoming a More Effective Teacher** – 30-clock hour course. This course presents the latest and most effective methods of teaching and educational theory. The main topics include communication in the classroom, group dynamics, individualizing the curriculum, student-centered learning, mirroring the professional environment in the classroom, and adult developmental and learning models (including Knowles Andragogy and a Comparison of Instructive, Cognitive and Constructive Teaching Models). A major project is required of each student. **COURSE MAY BE TAKEN IN PERSON OR ONLINE.**
- **Course 3 – Advanced Classroom Management** – 30-clock hour course. This course teaches the latest theory, skills and application of classroom management techniques. Students are provided proven strategies for dealing with the real-life problems, which arise in their classrooms. The main topics include understanding how people interact and communicate, positive teaching methods which support our student’s self-esteem and drive to succeed, use of exact language in the classroom, classroom presentation techniques, dealing with issues of diversity and confidentiality and coping with difficult people. **COURSE MAY BE TAKEN IN PERSON OR ONLINE.**

BPSS Teacher Training Courses offered by Approved Professional School Associations:

Coalition of New York State Career Schools

Website: <http://www.coalitionofnewyorkstatecareerschools.com>

(800) 400-5987

Contact: Delores Mitchell

3 Professional Education Courses and 2 ESL Methods Courses

New York State Beauty Schools Association

Website: <http://www.nysbsa.org>

(888) 295-8360

Contact: Anthony Civitano

3 Professional Education Courses

Education and Training Associates

Website: <http://etarochester.com>

(302) 387-1363

1235 Victor Road, Macedon, NY 14502

Contact: Marshall Boyler, Jr.

3 Professional Education Courses

*****Please note that NYFA pays all necessary training courses registration fee.*****

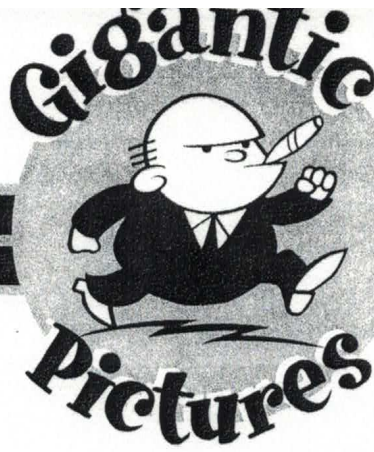
NEW YORK FILM ACADEMY

Description of Acceptable Employment Verification

Employment verification must show 24 months of experience in the field for which you are applying to teach.

An example of acceptable work experience letters would be a letter from a previous or current employer, on an employer's letter head, stating the exact dates of employment, listing the job duties performed, job title, contact information of the employer, and signed by an acceptable representative of the business. (Please note, self-verification and resumes are not acceptable forms of verification, and teaching experience is not acceptable.) **Please find two acceptable examples attached.**

You may also choose to provide 2 notarized reference letters from non-family members, which state the dates to which they are attesting you were employed in the field you are applying to teach. These letters must include how they know you and how they are able to verify the work experience that you have. BPSS will accept these letters in place of an employer's letter. These reference letters must be on the **New York State Education Department form attached**, *Verification of Work Experience for Personnel Licensure in the Non-Degree Granting Proprietary Schools of New York State*.



★★ 59 Franklin St, Ground Floor

New York, NY 10013

Tel 212 925 5075 ★ Fax 212 925 5061★★

info@giganticpictures.com

March 1, 2010

The State Education Department
Bureau of Fiscal Management
P.O. Box 7346
Albany, NY 12224

██████████ School Teacher Application

To whom it may concern:

Paul Jarrett worked for my company Gigantic Pictures as a producer from August 2004 to September 2007. During that time he worked on the following films:

- FAR FROM FAMILY (2008)
- THE TOE TACTIC (2008)
- LAST LOVE (2007)
- YEAR OF THE FISH (2007)
- TIE A YELLOW RIBBON (2007)
- GOODBYE BABY (2007)
- SATELLITE (2006)
- FLANNEL PAJAMAS (2006)

After his time with Gigantic, from September 2007 to the present, Paul has been an active producer and line producer having produced several additional films including (UNTITLED) (2009) and ONCE MORE WITH FEELING (2009).

Please let me know if I may provide any additional information.

Sincerely,

Jason Orans



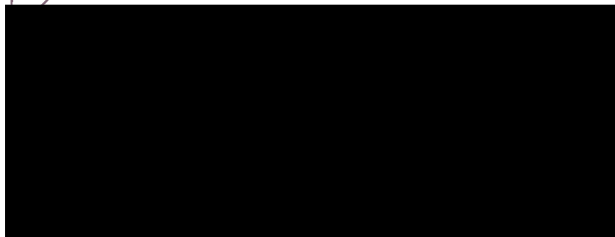
THOMSON REUTERS

Tuesday March 7, 2017

To Whom It May Concern:

This is to confirm that [REDACTED] worked at Thomson Reuters from December 2010 to December 2016. During that period of time Tristian worked as a motion graphics designer and editor. Tristian showed patience, initiative, and leadership in the role. I would recommend him as an instructor.

Please feel free to reach out to me with any questions.





THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Bureau of Proprietary School Supervision
89 Washington Avenue, EBA 560
Albany, New York 12234

Tel. (518) 474-3969
Fax (518) 473-3644
E-mail: BPSS@mail.nysed.gov
Website: www.acces.nysed.gov/bpss/

BT-2 (11/13)

Verification of Work Experience for Personnel Licensure in the Non-Degree Granting Proprietary Schools of New York State

The attached form must be completed in full by the employer and bear the original notarized signature of the individual filing the form. Use only one form for each employer to complete.

Applicant's Name:	
Applicant's Social Security Number:	Applicant's Date of Birth:
Full Name of Employer:	
Address of Employer:	Phone Number of Employer:
Dates of Applicant's Employment: ___ / ___ / ___ to ___ / ___ / ___	
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/> Percentage of Full Time ___ %
Job Title:	
Detailed Job Description:(include percentages where different tasks are included)	
(if additional space is required, attach additional sheets.)	
Under penalty of perjury, I declare and affirm that the statements made on this form, including attached sheets, are true, complete and accurate.	
Name:	Position:
Signature:	Date Signed:
Subscribed and sworn to me this _____ day of _____,	
Notary Public:	