



## Coursework or Training in Harassment, Bullying, Cyberbullying, and Discrimination in Schools: Prevention and Intervention

### Coursework Provider Agreement

1. The applicant/provider agrees that the coursework or training will cover, as a minimum, the required components of the New York State training in harassment, bullying, cyberbullying, and discrimination in schools: prevention and intervention syllabus, pursuant to Subpart 57-4 of the Regulations of the Commissioner. The applicant/provider agrees that the coursework will be current, relevant and appropriate for the professionals in the target audience. The applicant/provider further agrees to continually update and validate the coursework or training based on emerging research, identified best practices and student feedback.
2. The applicant/provider ensures that any persons they have hired to teach the workshop staff that have demonstrated by training, education and experience their competence to teach this training which must include addressing social patterns of harassment, bullying and discrimination, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, the identification and mitigation harassment, bullying and discrimination, and strategies for effectively addressing problems of exclusion, bias and aggression in educational settings and instructors should demonstrate knowledge of the Education Law as it relates to the Dignity for All Students Act.
3. The provider agrees to upload electronically to a designated site, and in a format established by the State Education Department, within 21 calendar days, each person's completion of the coursework or training.
4. The applicant/provider agrees to assume the cost of reproducing this and any other training-related paper work. The applicant/provider further agrees to assume the cost of postage, handling, or any other cost associated with mailing materials to the State Education Department.
5. The applicant/provider agrees to retain verification of completion (this may be electronic or paper records) and copies of all program and promotional materials used for each course, for not less than six years from the date of completion of the course. These records are subject to review by the Department, and the applicant/provider agrees to make these records available to the Department or its designee during regular business hours at a specified location. The applicant/provider agrees to respond to any Department inquiry regarding these records and to notify the Department in advance of any location change of these records prior to the expiration of the three-year period.
6. The applicant/provider agrees that the Department may review and evaluate the coursework or training offered, and that the termination of a provider's approved status may result if the Department determines that the coursework or training is inadequate, incomplete, or otherwise unsatisfactory.
7. The applicant/provider agrees that failure to comply with this Agreement, or failure to substantiate the capability to offer the coursework or training, or misrepresentation of requirements or status, may result in the termination of the Provider Agreement by the Department.
8. The applicant/provider agrees that the term of approval as a provider is three years. At the expiration of this term, a provider may reapply to the State Education Department for approval to continue to offer the coursework. The applicant/provider further agrees that if coursework or training is discontinued, all records

of verification of completion within the three years prior to such discontinuance shall be transferred to the Department, and become property of the Department.

9. The applicant/provider agrees to submit with the Application for Approval as a Provider of coursework or training in harassment, bullying, cyberbullying, and discrimination in schools: prevention and intervention and the Provider Agreement a fee of \$600 (if applicable), payable to the New York State Education Department.
10. The applicant/provider will allow the department to conduct site visits, as needed, and the provider/applicant will release any information requested by the Department, as a result of such site visit.
11. The applicant/provider agrees to comply with Subpart 57-4 of the Regulations of the Commissioner of Education, as follows:

#### SUBPART 57-4

##### Training in Harassment, Bullying and Discrimination Prevention and Intervention

###### § § 57-4.1 Purpose.

The purpose of this Subpart is to set forth standards for approval and the approval process for providers of coursework or training in harassment, bullying and discrimination, prevention and intervention that is offered to candidates for a teachers' certificate or license in the classroom teaching service, school service, or administrative and supervisory service, as required by section 14 of the Education Law.

###### § 57-4.2 Definitions.

As used in this Subpart:

(a) Coursework or training means coursework or training in harassment, bullying and discrimination prevention and intervention.

(b) Provider means any teachers' or professional organization or association, school district, board of cooperative educational services, nonpublic school, institution of higher education, government agency or office, social service agency, or any other educational organization that has as its purpose the provision of coursework or training in Harassment, Bullying and Discrimination Prevention and Intervention pursuant to Education Law Article 2 – Dignity for all Students.

###### § 57-4.3 Filing of application for approval as a provider.

(a) A person or organization seeking approval as a provider shall submit to the department, an application on forms prescribed by the commissioner, with a fee of \$600.

(b) To be approved, each applicant shall submit evidence acceptable to the department that the applicant:

- (1) has and will maintain adequate resources to offer the coursework or training;
- (2) has and will ensure that faculty who will offer the coursework or training have demonstrated, their competence to offer the coursework or training.
- (3) certifies in writing that the coursework or training will be conducted through use of a curriculum which, at a minimum, includes the syllabus prepared by the department;
- (4) certifies, in writing, that certification of completion forms obtained from the department will be issued to students upon completion of the coursework or training for their use in documenting

satisfaction of the requirement of coursework or training in the Prevention and Intervention of Harassment, Bullying and Discrimination; and

- (5) certifies, in writing, that it will maintain and produce evidence of completion for all students who complete the coursework or training and that it will submit such evidence to the department, in a time and format prescribed by the Commissioner.

§57-4.4 Term of approval as a provider.

(a) Providers shall be approved for a period of three years, except that the approved status of such providers may be terminated during this term by the department in accordance with section 57-4.6 of this Subpart.

(b) At the expiration of said term, the provider may reapply to the department for approval following the requirements of section 57-4.3 of this Subpart, including payment of the required fee.

§ 57-4.5 Responsibility of providers.

- (a) A provider, at a minimum, shall offer the syllabus prepared by the department and demonstrate that at least three of the six clock hours shall be conducted through face-to-face instruction. However, nothing in this section shall preclude providers from offering additional coursework or training which exceeds, or expands upon, the six hour syllabus prescribed by the department.

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**Signature of Authorized Official**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print or Type Name**

\_\_\_\_\_  
**Title**