Language and Culture Division
Bilingual Multicultural Education Programs (BMEP)

Self-Appraisal Checklist—State Data Reporting in NOVA[1]		
Checklist for identifying state funded BMEP	**Yes**	**No**
The district has entered bilingual education program (BEP) code(s) in Programs Code		
The district has entered BEP code(s) in Participation Info Code		
The district has entered BEP code(s) in Course Instructor		
Checklist for reporting Number of Students and Program Hours in BMEP	**Yes**	**No**
The district has verified that the number of students reported as participating in BEP at each school site matches the projected numbers on the approved application within +/10%		
The district has verified program participation Numbers with the individual school site principals		
The district has verified program participation Hours with the individual school site principals		
The district has reported the number of students in BEPs at each school site in the district		
The district has reported the number of BEP hours per student at each school site in the district		
Checklist for reporting Course Instructors in BMEP	**Yes**	**No**
The district has verified course instructors serving in BEPs with the individual school site principals		
The district has verified whether the students reported as participating in BEPs at each school site have been matched to the correct course instructor		
The district has reported an "8" in the 5th digit of the course code, when applicable, to denote that a bilingual endorsement is required because it is part of state funded BEP		
Checklist for reporting Courses in BMEP	**Yes**	**No**
The district has verified that BEP courses are reported with the correct course codes with the individual school site principals		
The district has verified that BEP courses are reported with correct course codes at the secondary level		
The district has verified that BEP courses at the elementary level are reported with one course code only		

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[1] Note: District BME directors and NOVA coordinators are accountable for the accuracy of data submitted on state funded BMEPs within NOVA