Apply for Agent Certificate:

The following information will be needed for an Agent Certificate:

- School Verification Code (provided by School)
- Character Questions
- References & reference form BPSS-18R with your references signature

Login to BPSS from [my.ny.gov](my.ny.gov)

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518-474-7494
List of Agency and Online Services Help Desk Information
Welcome , You are logged in as -
Last login - Tue Aug 05 08:46
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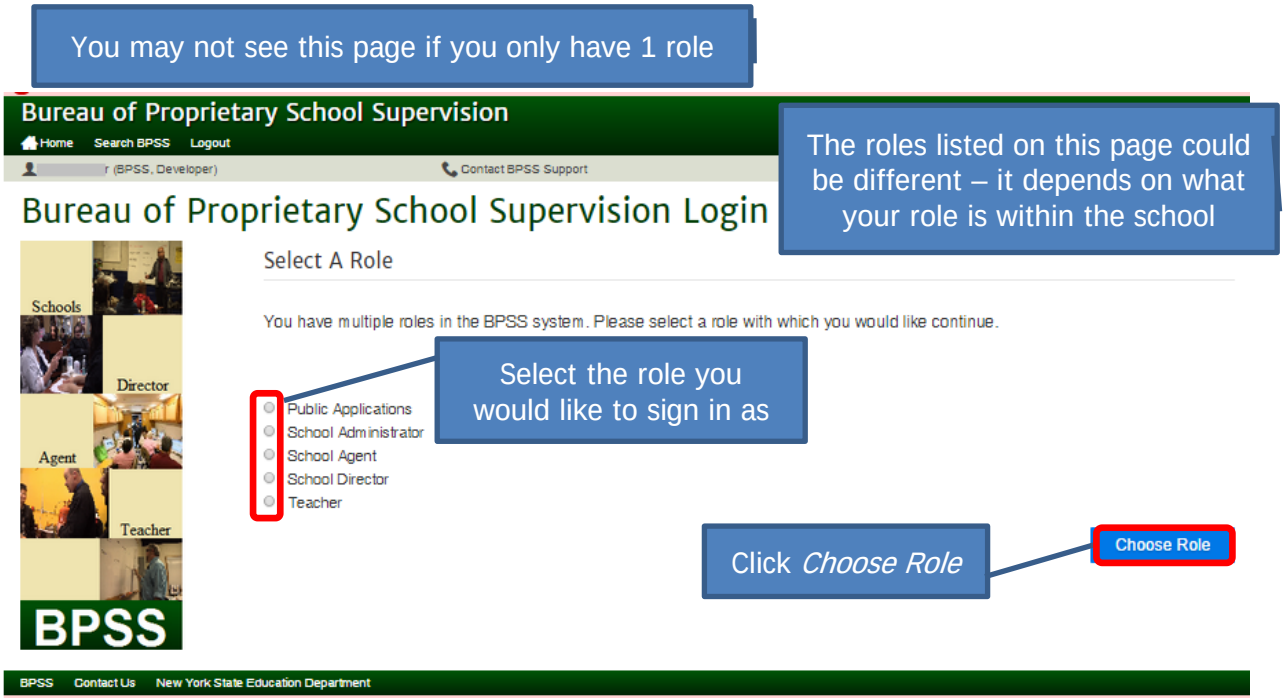
You have access to the following services
BPSS
Click BPSS
You can sign up for the following services
SLMS
Statewide Learning Management System.
Tax Online
NYS Tax and Finance Online Services
Labor Online
Department of Labor Online Services
myBenefits
NYS OTDA myBenefits
MyDMV
Motor Vehicles Online Services
License Center -stg
NYS License Center - Stg
TEACH
NYS TEACH Certification
eLicensing -dev
NYS eLicensing - dev
License Center -test
NYS License Center - test
eLicensing -
Training
NYS eLicensing - Training
NY State of Health
The Official Health Plan Marketplace
eLicensing -M&O
UAT
NYS eLicensing - M&O UAT
Contact Us


You may not see this page if you only have 1 role
Bureau of Proprietary School Supervision
Home
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r (BPSS, Developer)
Contact BPSS Support
Bureau of Proprietary School Supervision Login
The roles listed on this page could be different – it depends on what your role is within the school
Schools
Director
Agent
Teacher
BPSS
Select A Role
You have multiple roles in the BPSS system. Please select a role with which you would like continue.
Select the role you would like to sign in as
Public Applications
School Administrator
School Agent
School Director
Teacher
Click Choose Role
Choose Role
BPSS
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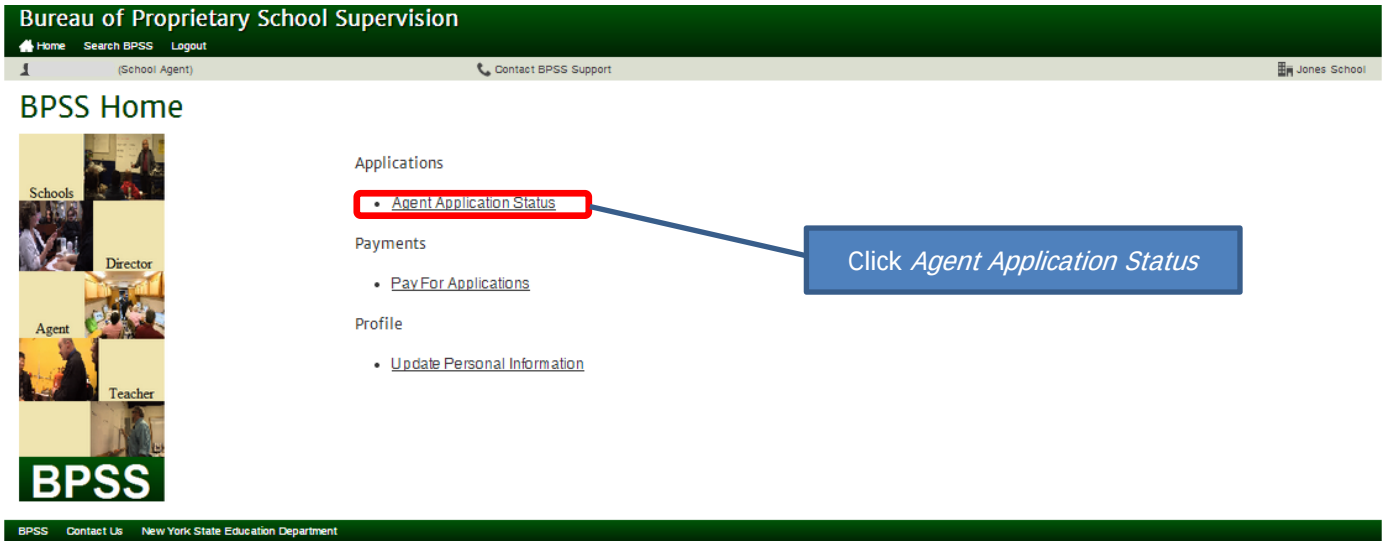
New York State Education Department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(School Agent)
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Jones School
BPSS Home
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Director
Agent
Teacher
BPSS
Applications
Agent Application Status
Payments
Pay For Applications
Profile
Update Personal Information
Click Agent Application Status
BPSS
Contact Us
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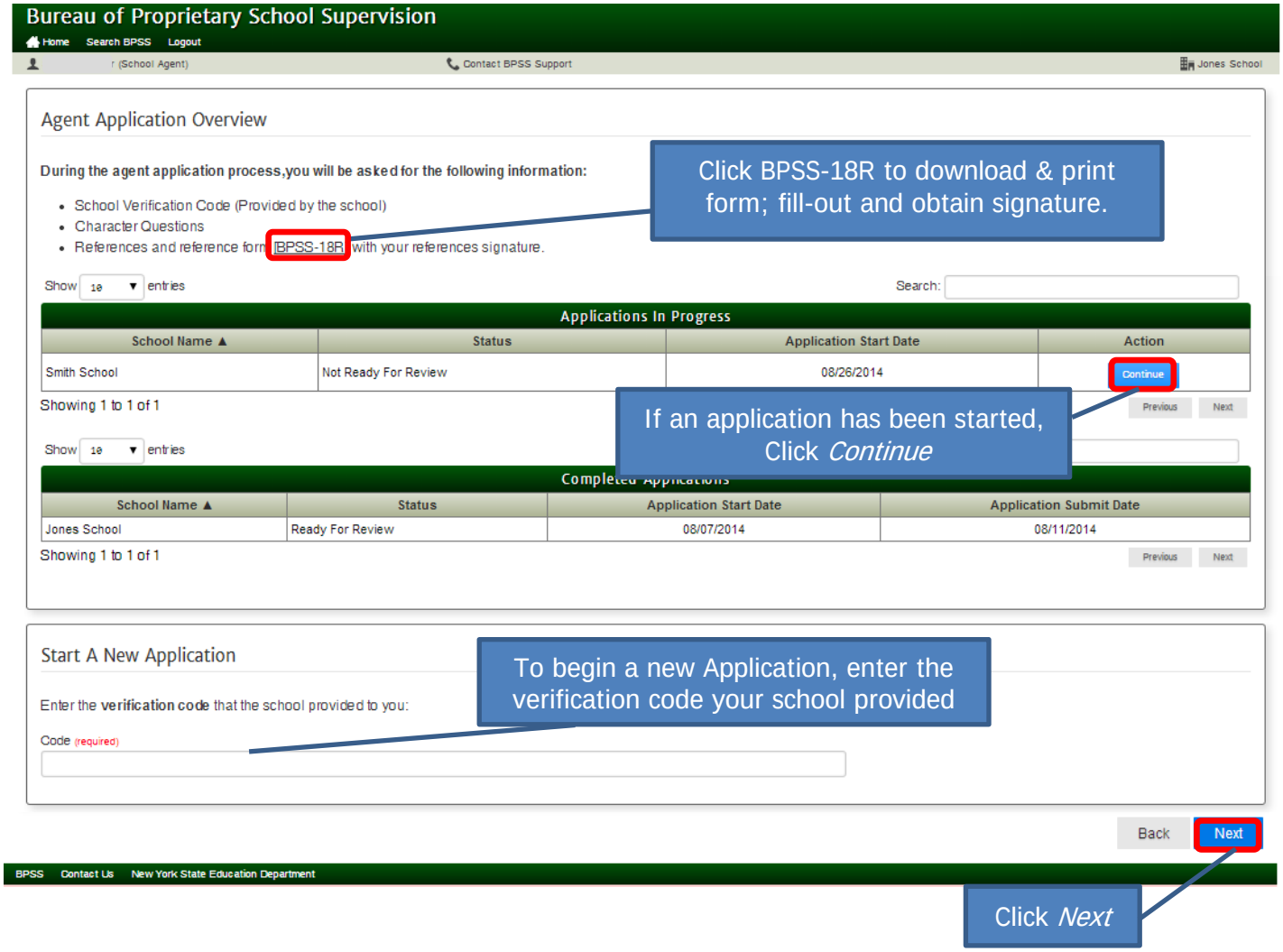
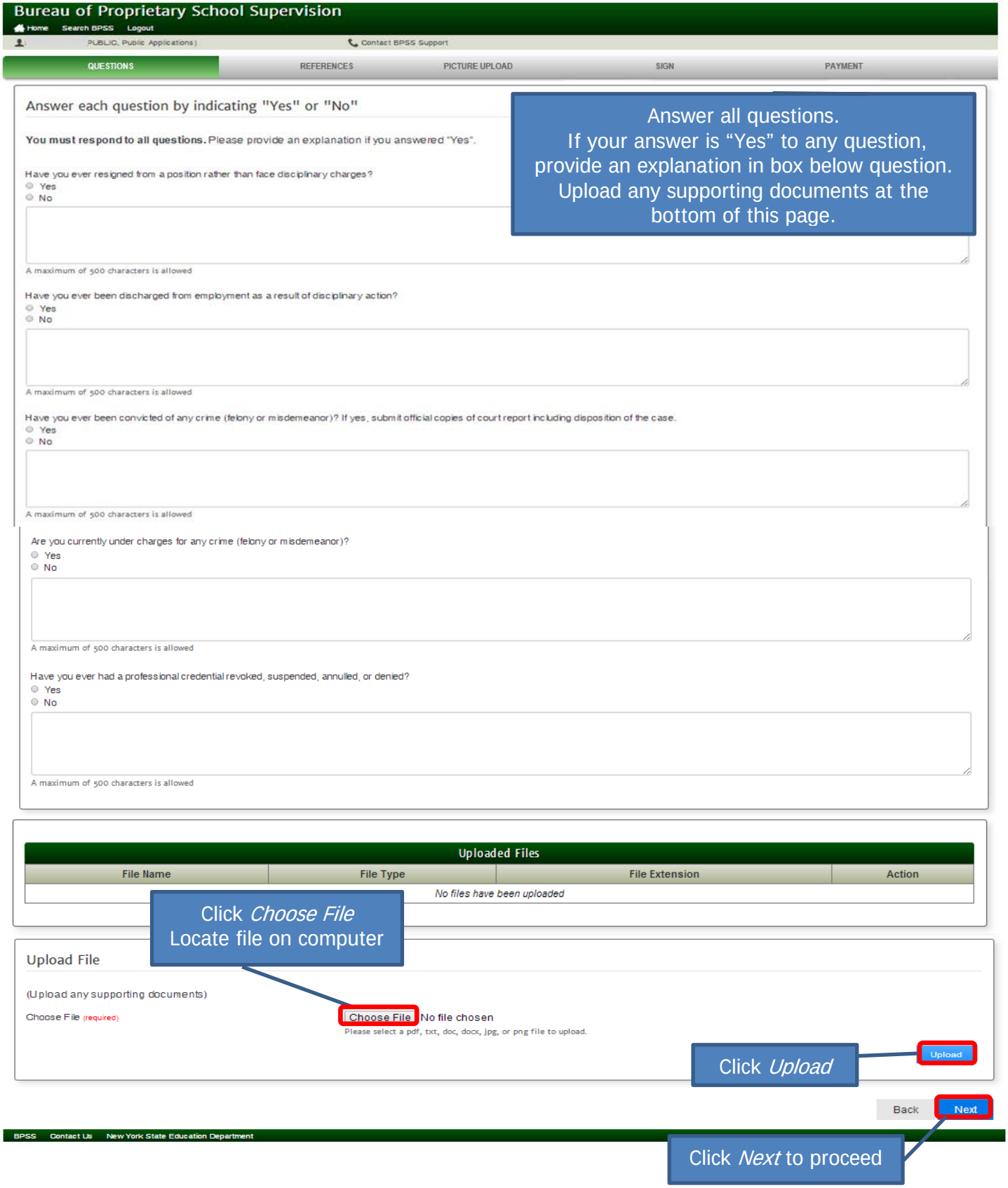


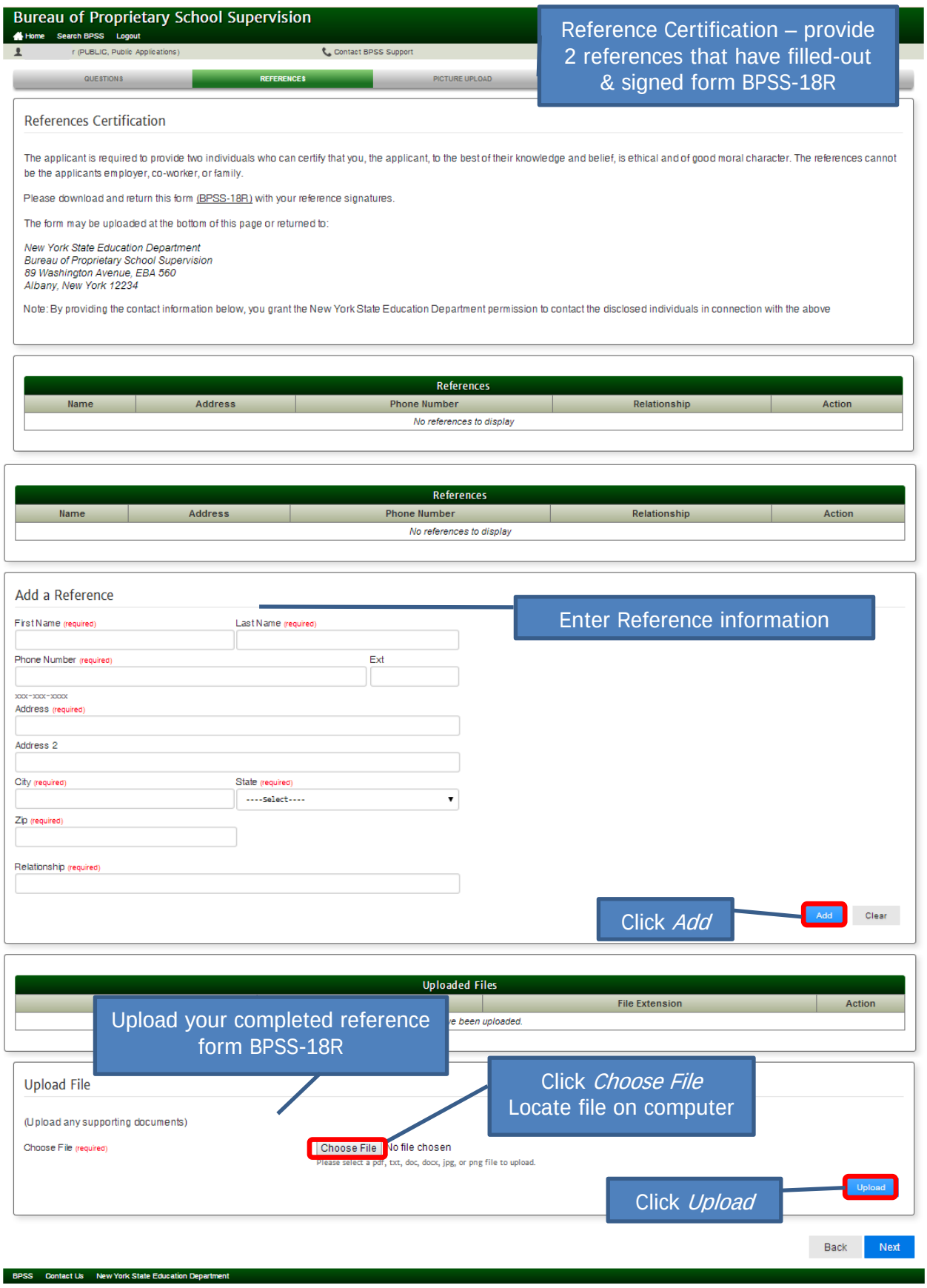
*Note: Each page will be shown for review. On each page, Click *Next* or make revision then click *Next*



Icon Key

- download document to your computer

- remove document


Bureau of Proprietary School Supervision
Home
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r (PUBLIC, Public Applications)
Contact BPSS Support
QUESTIONS
REFERENCES
PICTURE UPLOAD
Reference Certification – provide 2 references that have filled-out & signed form BPSS-18R
References Certification
The applicant is required to provide two individuals who can certify that you, the applicant, to the best of their knowledge and belief, is ethical and of good moral character. The references cannot be the applicants employer, co-worker, or family.
Please download and return this form (BPSS-18R) with your reference signatures.
The form may be uploaded at the bottom of this page or returned to:
New York State Education Department
Bureau of Proprietary School Supervision
89 Washington Avenue, EBA 560
Albany, New York 12234
Note: By providing the contact information below, you grant the New York State Education Department permission to contact the disclosed individuals in connection with the above
References
Name
Address
Phone Number
Relationship
Action
No references to display
References
Name
Address
Phone Number
Relationship
Action
No references to display
Add a Reference
Enter Reference information
First Name (required)
Last Name (required)
Phone Number (required)
Ext
xxx-xxx-xxxx
Address (required)
Address 2
City (required)
State (required)
----Select----
Zip (required)
Relationship (required)
Click Add
Add
Clear
Uploaded Files
File Extension
Action
Upload your completed reference form BPSS-18R
Upload File
Click Choose File
Locate file on computer
(Upload any supporting documents)
Choose File (required)
Choose File
No file chosen
Click Upload
Upload
Back
Next
BPSS
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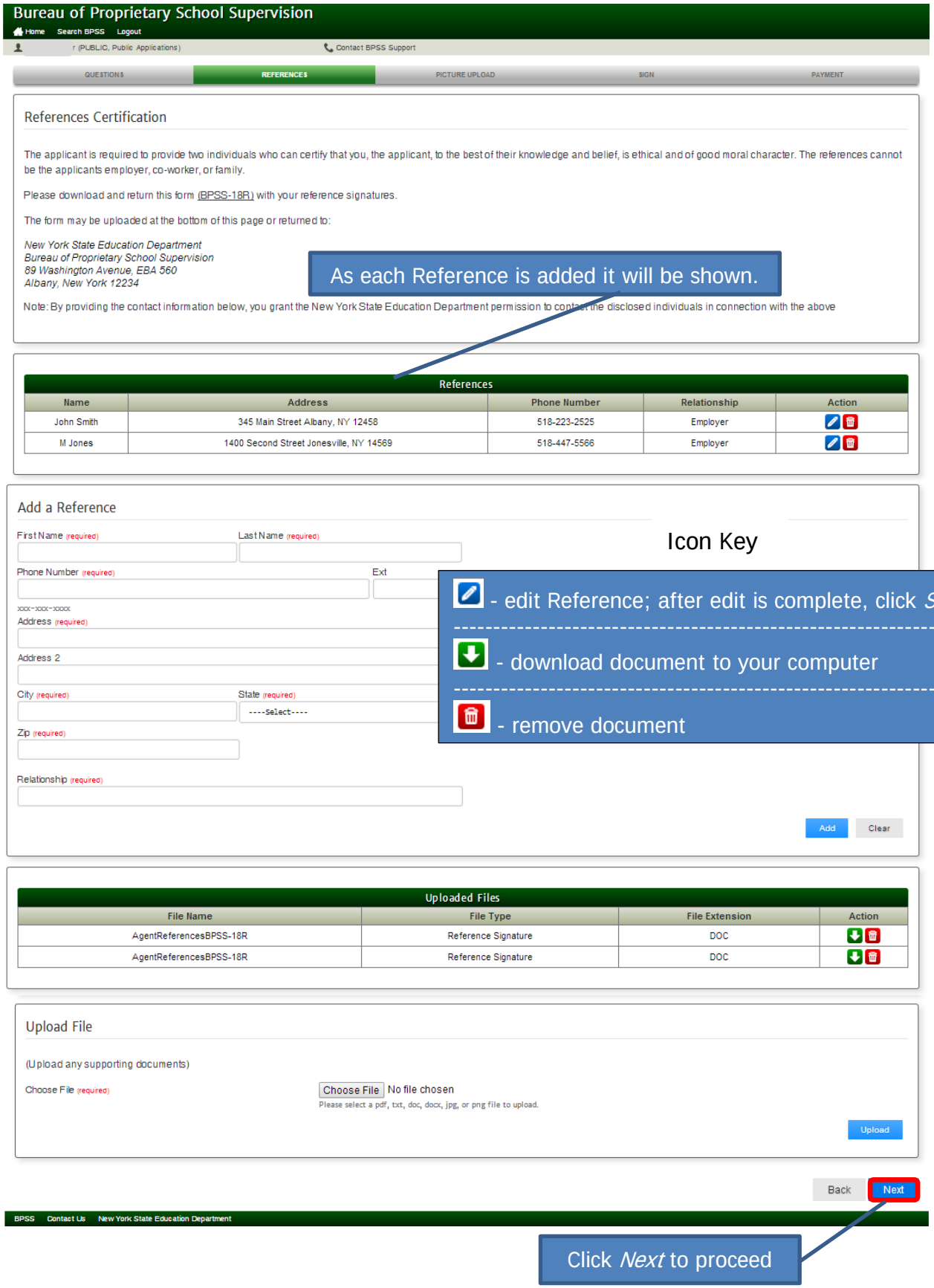
New York State Education Department


Bureau of Proprietary School Supervision
Home
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r (PUBLIC, Public Applications)
Contact BPSS Support
QUESTIONS
REFERENCES
PICTURE UPLOAD
SIGN
PAYMENT
References Certification
The applicant is required to provide two individuals who can certify that you, the applicant, to the best of their knowledge and belief, is ethical and of good moral character. The references cannot be the applicants employer, co-worker, or family.
Please download and return this form (BPSS-18R) with your reference signatures.
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New York State Education Department
Bureau of Proprietary School Supervision
89 Washington Avenue, EBA 560
Albany, New York 12234
As each Reference is added it will be shown.
Note: By providing the contact information below, you grant the New York State Education Department permission to contact the disclosed individuals in connection with the above
References
Name
Address
Phone Number
Relationship
Action
John Smith
345 Main Street Albany, NY 12458
518-223-2525
Employer
M Jones
1400 Second Street Jonesville, NY 14569
518-447-5566
Employer
Add a Reference
First Name (required)
Last Name (required)
Phone Number (required)
Ext
xxx-xxx-xxxx
Address (required)
Address 2
City (required)
State (required)
----Select----
Zip (required)
Relationship (required)
Add
Clear
Icon Key
- edit Reference; after edit is complete, click Save
- download document to your computer
- remove document
Uploaded Files
File Name
File Type
File Extension
Action
AgentReferencesBPSS-18R
Reference Signature
DOC
AgentReferencesBPSS-18R
Reference Signature
DOC
Upload File
(Upload any supporting documents)
Choose File (required)
Choose File
No file chosen
Please select a pdf, txt, doc, docx, jpg, or png file to upload.
Upload
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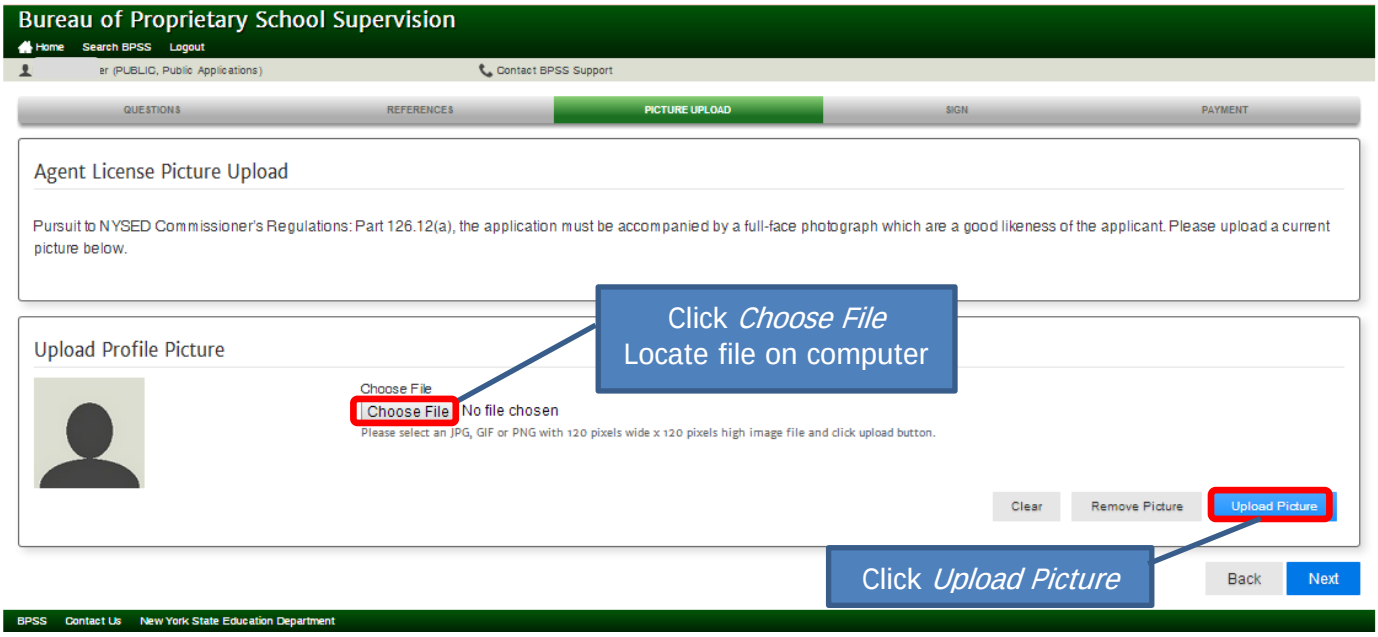
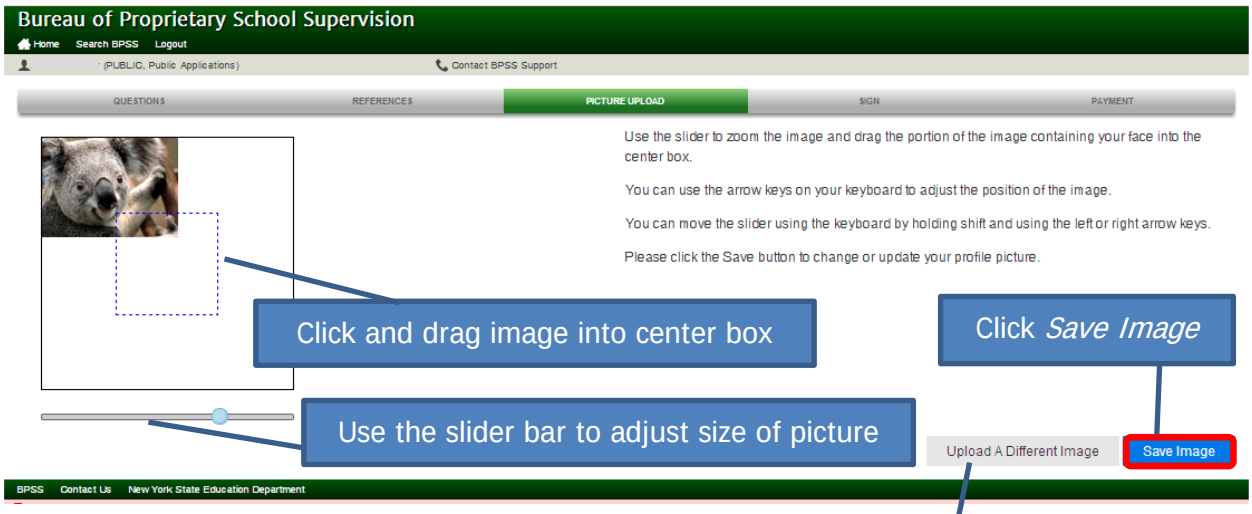
New York State Education Department
Click Next to proceed



NOTE: File type must be in .jpg, .gif or .png formats only.



If there is a problem with the image,
click *Upload a Different Image*.
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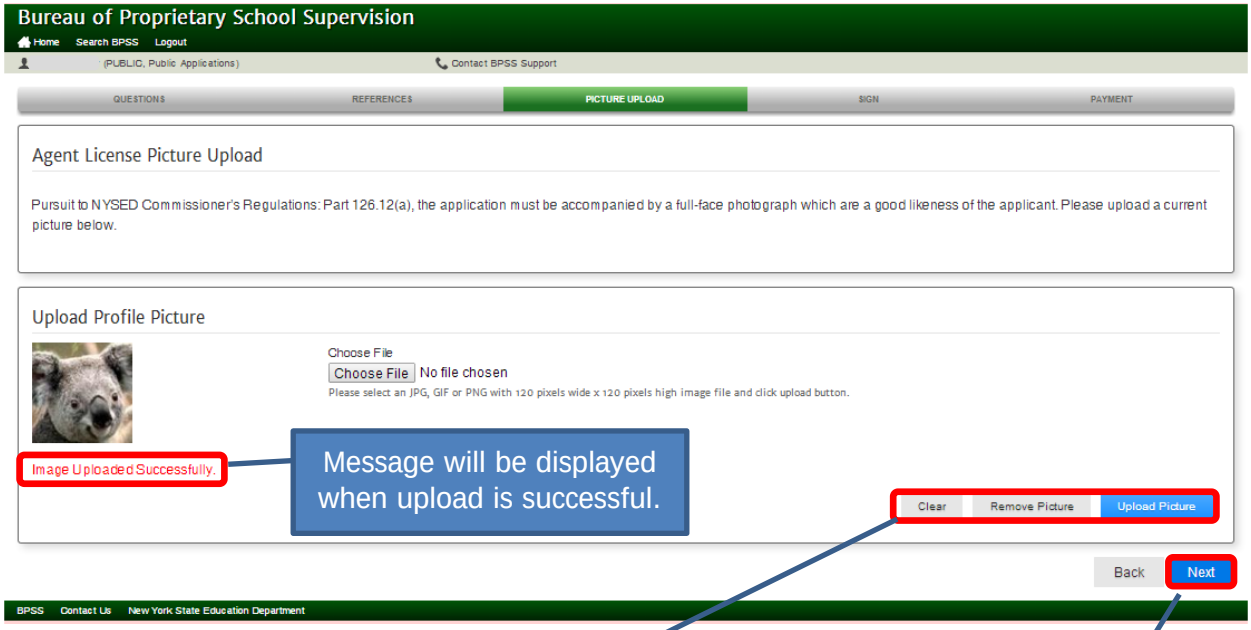
NOTE: The image must fill the center box or the *Save Image* button will not be accessible.



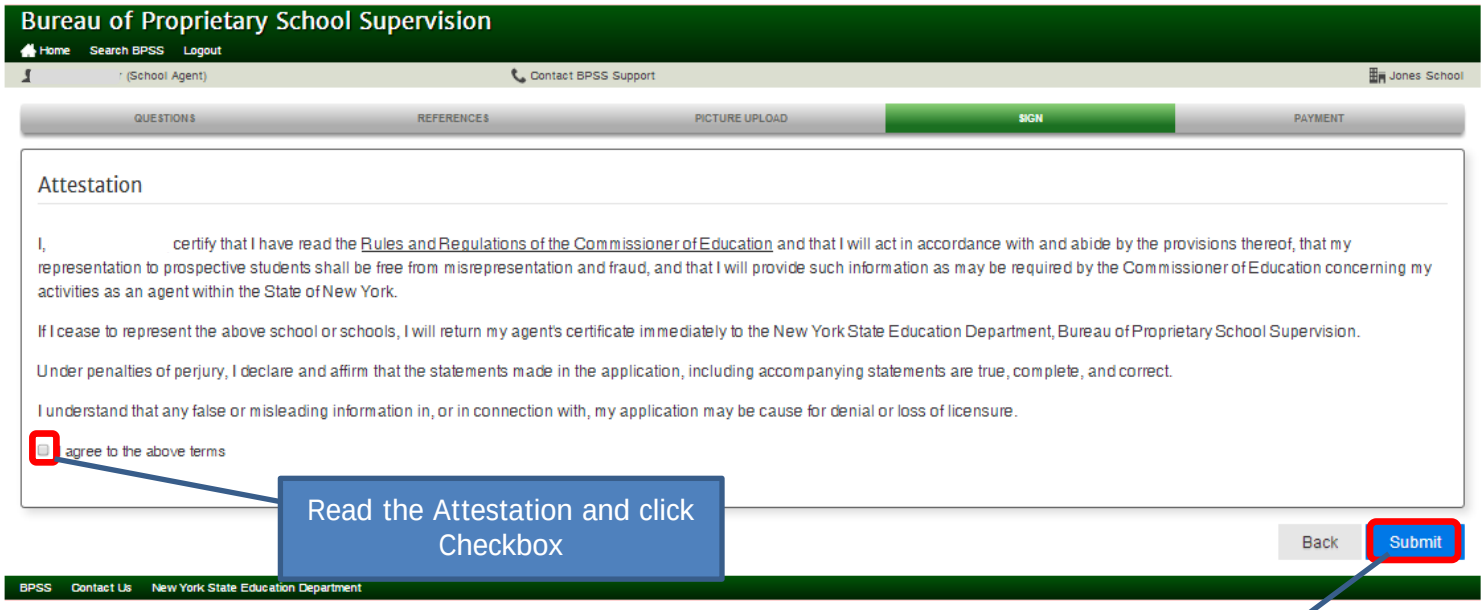
Message will be displayed when upload is successful.

Click *Next* to proceed

Clear – will clear the page but not remove the image

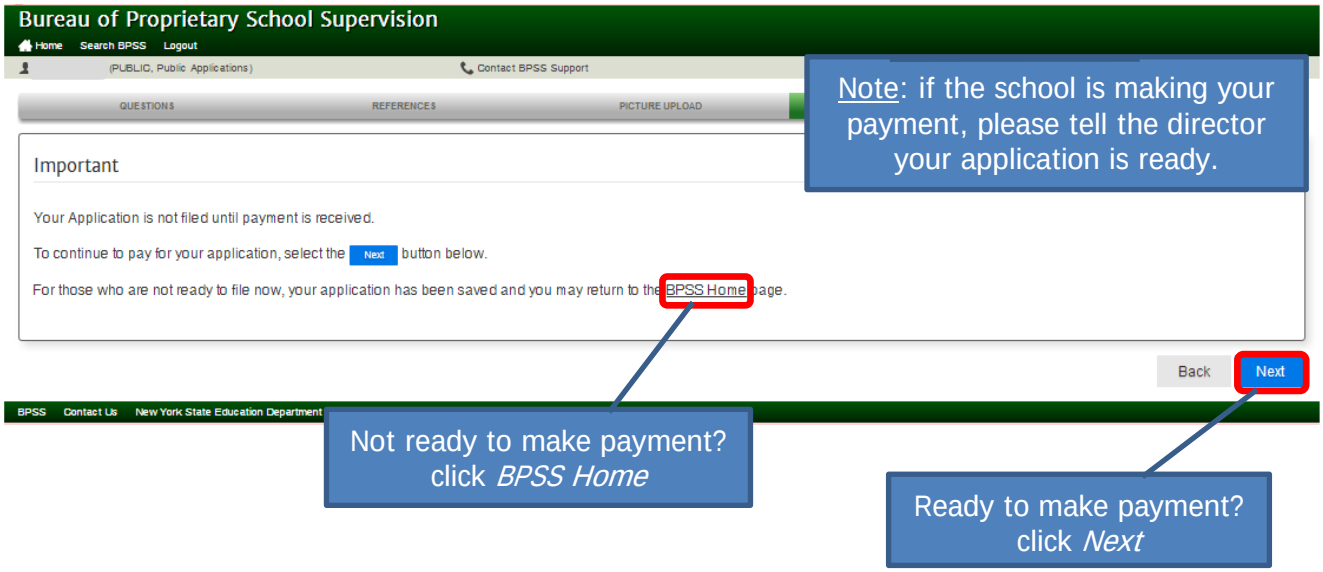
Remove Picture – will remove the image

Upload Picture – will allow you to upload another image



Read the Attestation and click Checkbox

Click *Submit*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Important
Your Application is not filed until payment is received.
To continue to pay for your application, select the Next button below.
For those who are not ready to file now, your application has been saved and you may return to the BPSS Home page.
Back
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BPSS
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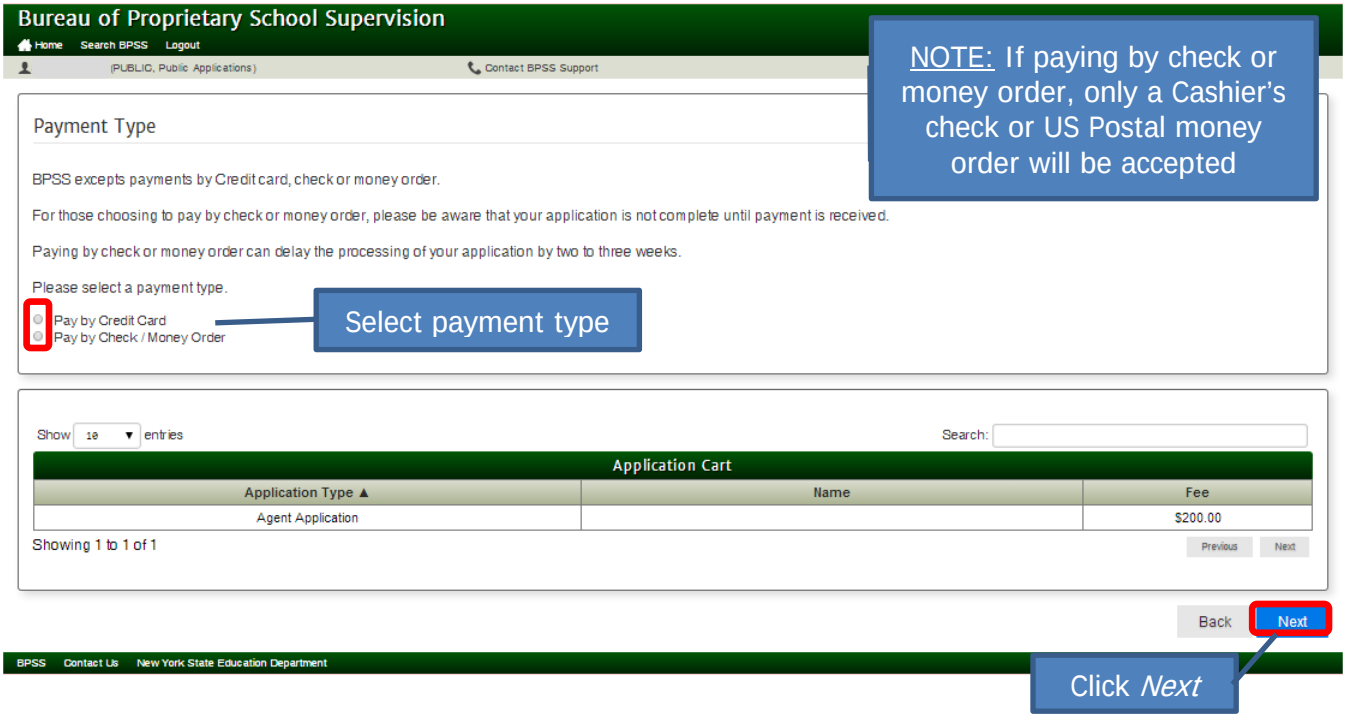
New York State Education Department
Note: if the school is making your payment, please tell the director your application is ready.
Not ready to make payment? click BPSS Home
Ready to make payment? click Next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Payment Type
BPSS excepts payments by Credit card, check or money order.
For those choosing to pay by check or money order, please be aware that your application is not complete until payment is received.
Paying by check or money order can delay the processing of your application by two to three weeks.
Please select a payment type.
Pay by Credit Card
Pay by Check / Money Order
Show 10 entries
Search:
Application Cart
Application Type
Name
Fee
Agent Application
$200.00
Showing 1 to 1 of 1
Previous
Next
Back
Next
BPSS
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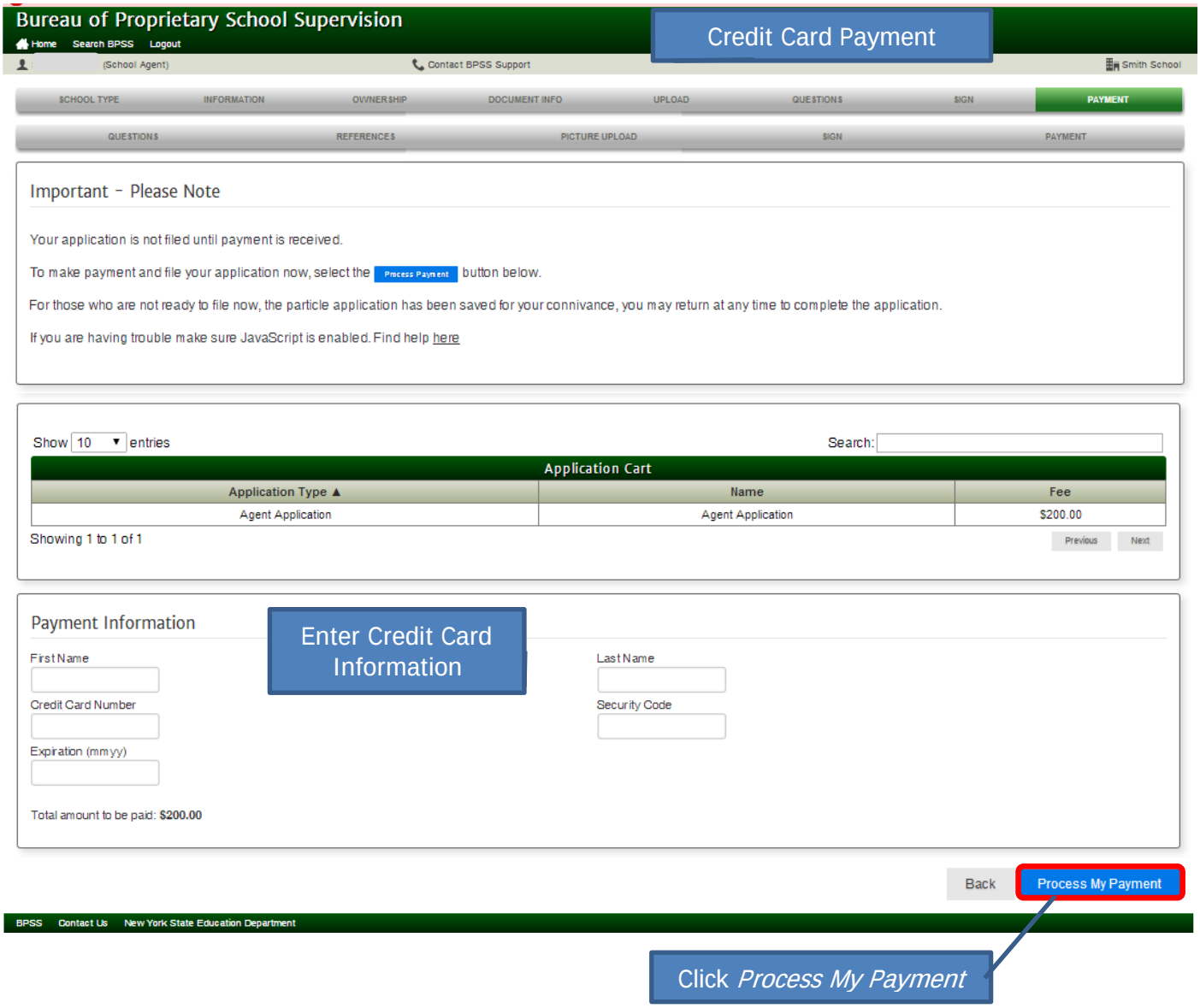
NOTE: If paying by check or money order, only a Cashier's check or US Postal money order will be accepted
Select payment type
Click Next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INFORMATION
OWNERSHIP
DOCUMENT INFO
UPLOAD
QUESTIONS
SIGN
PAYMENT
QUESTIONS
REFERENCES
PICTURE UPLOAD
SIGN
PAYMENT
Important - Please Note
Your application is not filed until payment is received.
To make payment and file your application now, select the Process Payment button below.
For those who are not ready to file now, the particle application has been saved for your connivance, you may return at any time to complete the application.
If you are having trouble make sure JavaScript is enabled. Find help here
Show 10 entries
Search:
Application Cart
Application Type
Name
Fee
Agent Application
Agent Application
$200.00
Showing 1 to 1 of 1
Previous
Next
Payment Information
Enter Credit Card Information
First Name
Last Name
Credit Card Number
Security Code
Expiration (mmyy)
Total amount to be paid: $200.00
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Process My Payment
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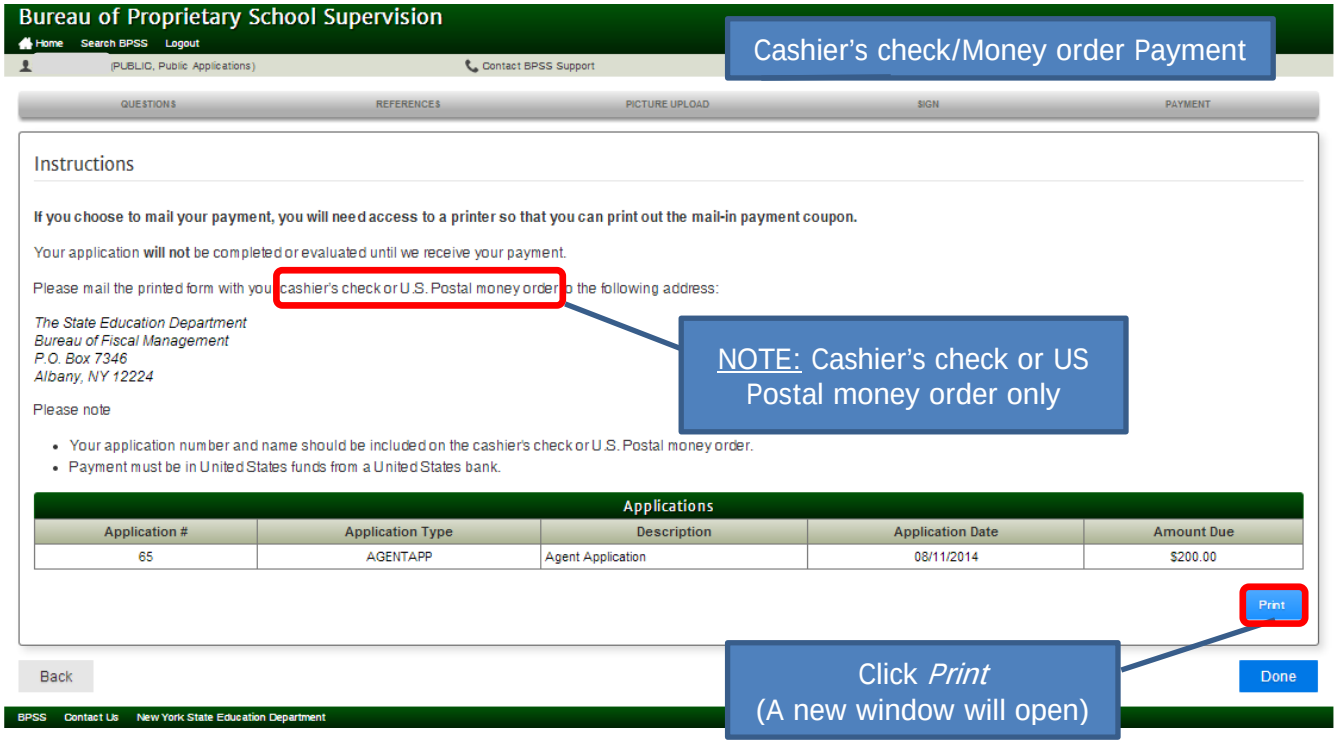
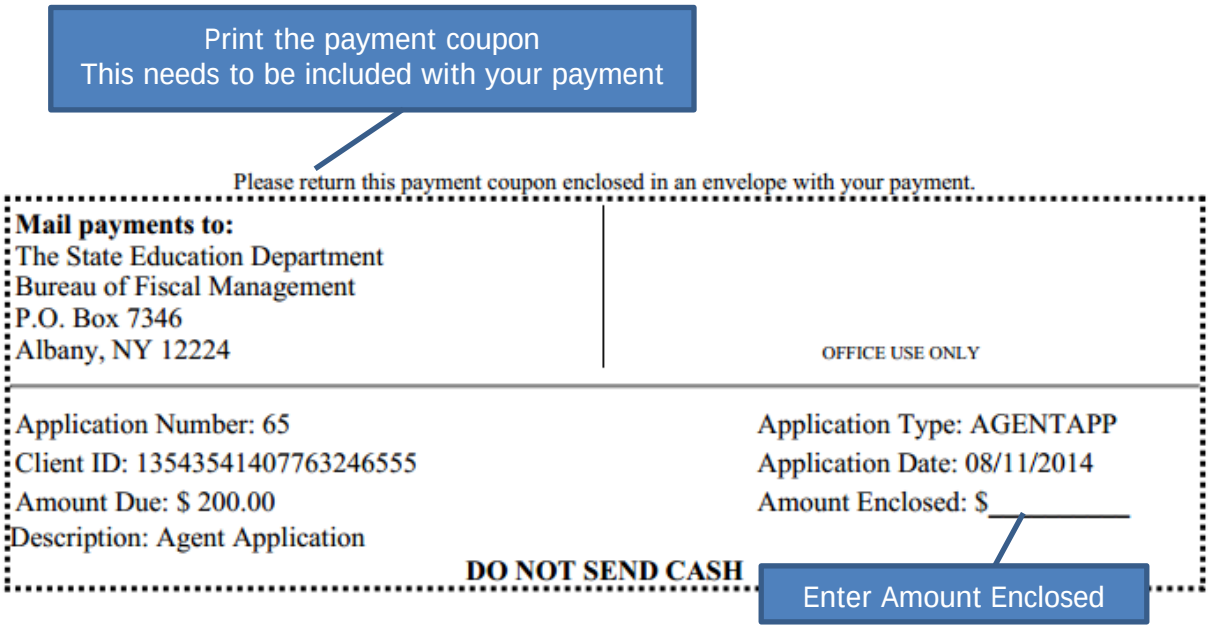
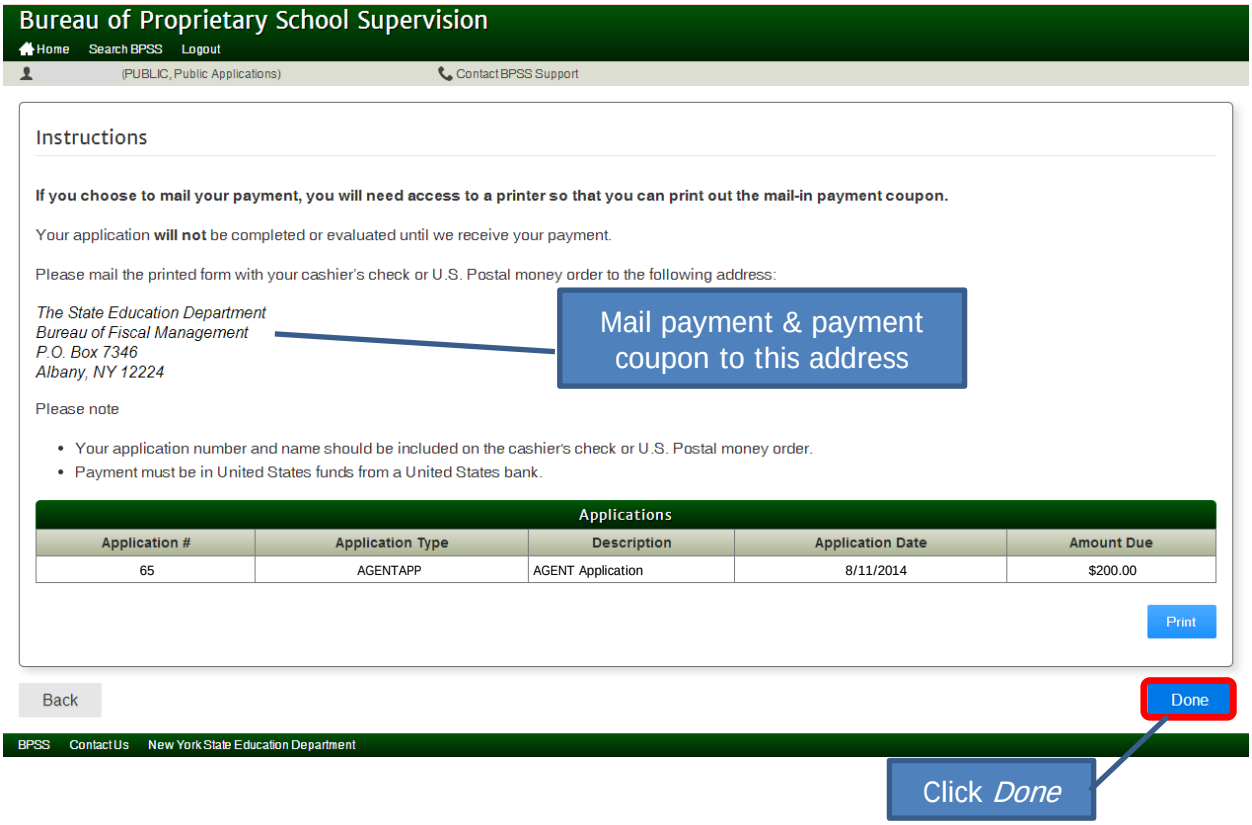




Close the window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Instructions
If you choose to mail your payment, you will need access to a printer so that you can print out the mail-in payment coupon.
Your application will not be completed or evaluated until we receive your payment.
Please mail 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
Mail payment & 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.
Applications
Application #
Application Type
Description
Application Date
Amount Due
65
AGENTAPP
AGENT Application
8/11/2014
$200.00
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Done
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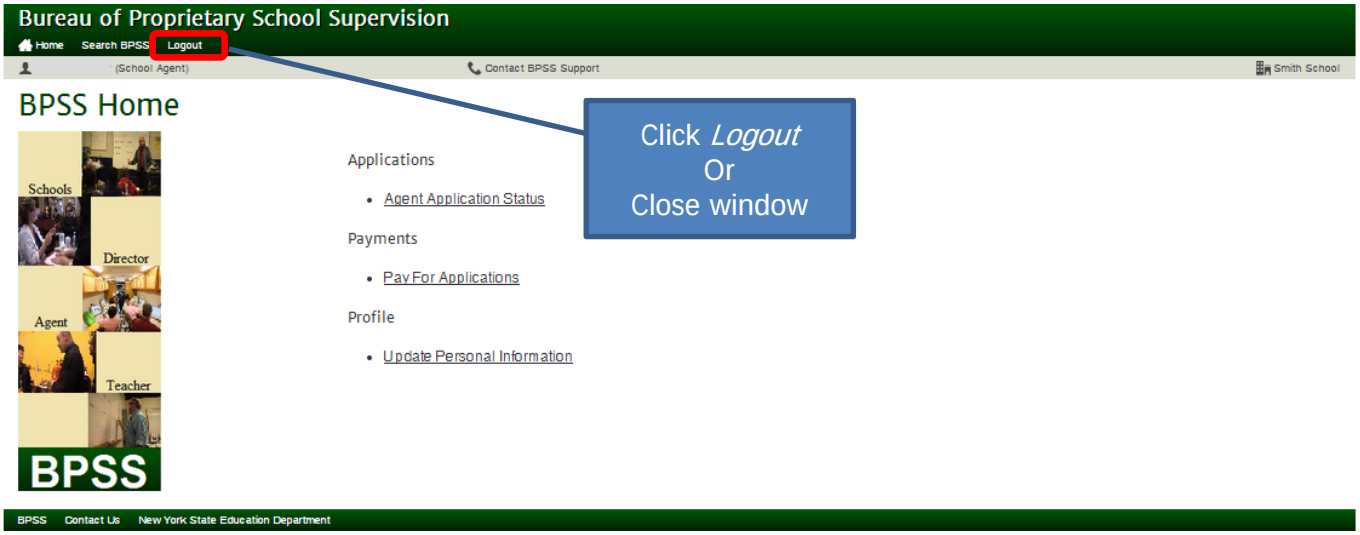
Click Done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