



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

---

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES

Bureau of Proprietary School Supervision, 99 Washington Avenue, Room 1613 OCP, Albany, NY 12234

Tel. (518) 474-3969

Fax (518) 473-3644

Email: [bpss@mail.nysed.gov](mailto:bpss@mail.nysed.gov) web: [http:// www.acces.nysed.gov/bpss/](http://www.acces.nysed.gov/bpss/)

April 1, 2011

Dear New York Paralegal School Students:

This is a follow up correspondence to our letter of March 10, 2011 regarding the options available to New York Paralegal School students.

#### WIA STUDENTS

The New York City Department of Small Business Services (SBS) will be contacting Individual Training Grant (ITG) recipients who were either enrolled in training at the time of New York Paralegal School's closure or who completed but did not yet receive a certificate. Students who either completed their program prior to the school closure or who completed approximately 90% of the program will be able to receive a certificate of completion from BPSS by following the directions for filing a complaint and upon necessary proof. Necessary proof is a transcript indicating approximately 90% of the course work was completed. For students who were enrolled in training but had two or more courses left to complete, SBS will offer them the option to start the paralegal training over and receive the full, original voucher amount to be applied to a new training provider. Students who choose this option must contact SBS at [Workforce1@sbs.nyc.gov](mailto:Workforce1@sbs.nyc.gov) no later than June 30, 2011. Additionally, students who choose this option will need to return to their Career Advisor at a Workforce1 Career Center to identify a training provider and obtain a training voucher. SBS will provide complete details to students who opt to start the training over.

#### NON WIA STUDENTS

Students who either completed their program prior to the school closure or who completed approximately 90% of the program will be able to receive a certificate of completion from BPSS by following the directions for filing a complaint and upon necessary proof. Necessary proof is a transcript indicating approximately 90% of the course work was completed.

Sincerely,

Staff at Bureau of Proprietary School Supervision