

## Apply for a School License:

The following information will be needed to apply for a School License:

- School Information
- Ownership Information
- Supporting Documents (Upload)
- Disclosure Questions

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

My NY.gov Online Services

Search all of NY.gov

State Agencies

NY.gov ID

Click *Sign in*

Sign In

Forgot your Username or Password? [NY.gov ID - Terms of Service](#)

Don't have an Account?

If you do not have an NY.gov ID Username and Password, click the above link to sign up.

Access to online services  
Many government services are now available online. An NY.gov ID account provides secure electronic access to these services.  
[Learn More](#)

Convenience  
Access many online services with a single NY.gov ID account.  
[Learn More](#)

Security  
The NY.gov ID Program protects you against unauthorized access to your information.  
[Learn More](#)

Ny.gov ID Call Center (518)-474-7494

WHAT'S NEW

August 4, 2014  
Governor Cuomo, Mayor de Blasio and Congressman Me...  
August 4, 2014  
Governor Cuomo Announces Latest Round of Recharge ...  
August 4, 2014  
Governor Cuomo Announces Opening of High-Energy Pu...

Connect to Gov. Cuomo on facebook  
[www.governor.ny.gov](http://www.governor.ny.gov)

Copyright 2012 New York State Office of Information Technology Services (ITS) Build: 10/05/2011 1:31 PM

Contact Us

Please login after reading the [Acceptable Use Policy](#) below

NY.gov ID

Username:

Password:

Click *Sign in*

Sign In

Forgot your Username or Password? [NY.gov ID - Terms of Service](#)

[Agency Assistance & Contact Information](#)

### ACCEPTABLE USE POLICY FOR USERS OF NY.gov

This application uses the New York State (hereinafter State) Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies or terms of service implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business with the State or its agencies and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes.
2. You are responsible for acquiring and safeguarding your own user ID and password used to access this application.
3. You shall be responsible for any activity attributable to the use of your account (whether by you or any other person).
4. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof.
5. You shall comply with all applicable confidentiality and security requirements as set forth in any applicable acceptable use policies or terms of service implemented through this application (directly or by NYeNet Participating Organizations), and shall not seek information on other users or attempt to obtain access to, copy, or modify other users' files without express permission.
6. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations.
7. You shall not use this application for any fraudulent or illegal purpose, including, but not limited to, the transmission of obscene or harassing materials.
8. You must report any abuse or misuse of this application to ITS and you shall cooperate fully in any investigation into any such abuse or misuse, and
9. You understand and agree that the State reserves the right to revise, amend, or modify this Acceptable Use Policy, or other related policies and agreements at any time in any manner. Notice of any revisions, amendments, or modifications will be posted on this and other sites.

- NY.gov ID
- Change Password
  - Update My Account
  - About NY.gov ID
  - Privacy Policy
  - Terms of Service

Welcome [redacted], You are logged in as - [redacted]  
Last login - Tue Aug 05 08:46 [Log out](#)

You have access to the following services



Click BPSS

Help Desk Information  
518-474-7494  
[List of Agency and Online Services Help Desk information](#)

You can sign up for the following services

 SLMS Statewide Learning Management System SIGN UP	 Tax Online NYS Tax and Finance Online Services SIGN UP	 Labor Online Department of Labor Online Services SIGN UP
 myBenefits NYS OTDA myBenefits SIGN UP	 MyDMV Motor Vehicles Online Services SIGN UP	 License Center -sig NYS License Center - sig SIGN UP
 TEACH SED TEACH Certification SIGN UP	 eLicensing -dev NYS eLicensing - dev SIGN UP	 License Center -test NYS License Center - test SIGN UP
 eLicensing - Training NYS eLicensing - Training SIGN UP	 NY State of Health The Official Health Plan Marketplace SIGN UP	 eLicensing -MGO NYS eLicensing - MGO UAT SIGN UP

## BPSS Home



### Applications

- [Apply for Agent Certificate](#)
- [Apply for Director Permit/License](#)
- [Apply for School License](#)
- [Apply for Teacher Permit/License](#)

### Profile

- [Update Personal Information](#)

Click *Apply for School License*

### School Application Overview

The following information will be asked for the school application process :

- School Information
- Ownership Information
- Supporting Documents (Upload)
- Disclosure Questions

If an application has been started but not completed, the school will be listed here. Click *Continue* \*

Show 10 entries

Search:

Applications In Progress				
School Name ▲	Address	Status	Application Start Date	Action
J Jones School	N/A	Not Ready For Review	07/29/2014	<a href="#">Continue</a>

Showing 1 to 1 of 1

Previous Next

Show 10 entries

Search:

Completed Applications				
School Name ▲	Address	Status	License Date	License Expire
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

### Start A New Application

To start a new school application, select the **next** button below.

For New Applications Click *Next*

[Back](#)

[Next](#)

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

Are you applying to operate an English as a Second Language (ESL) school that can only teach ESL, or are you applying for a Private Career School license that can teach areas such as Allied Health and Computer Technology, in addition to ESL?

- I am applying for an ESL School.  
 I am applying for a Private Career School.

Choose type of school being applied for

Click *Next*

[Cancel](#) [Next](#)

**Bureau of Proprietary School Supervision**

Home Search BPSS Logout

(PUBLIC, Public Applications)

SCHOOL TYPE INFORMATION OWNERSHIP DOCUMENT INFO UPLOAD QUESTIONS SIGN PAYMENT

Is the school currently operating in New York?

- Yes, this school is currently operating in New York State.
- No, this school is not currently operating in New York State.

Choose Yes or No, depending on whether the school is operating in NY or not

Click *Next*

Back Next

BPSS Contact Us New York State Education Department

**Bureau of Proprietary School Supervision**

Home Search BPSS Logout

(PUBLIC, Public Applications)

SCHOOL TYPE INFORMATION OWNERSHIP DOCUMENT INFO UPLOAD QUESTIONS SIGN PAYMENT

Is your school currently operating as an 'Exempt School' under New York State Education Law, Section 5001(2)(a-n)?

- Yes, this an 'Exempt School' under New York State Education Law, Section 5001(2)(a-n)
- No, this is not an 'Exempt School' under New York State Education Law, Section 5001(2)(a-n)

Choose Yes or No depending on whether the school is operating as an "Exempt School" in NY or not

Click *Next*

Click *Next*

Back Next

BPSS Contact Us New York State Education Department

For an explanation of an "Exempt School" Click *New York State Education Law Section 5001(2)(a-n)*

### School Information

School Name (if using a DBA name, list DBA name here) *(required)*

Enter School Information

School Web Site

http://www.YourSchoolUrl.com

Phone Number *(required)*

Ext

xxx-xxx-xxxx

Fax Number

Ext

xxx-xxx-xxxx

Is school Title IV approved *(required)*

- Yes
- No

For an explanation of "Title IV"  
Click *Is school Title IV approved*

Back

Next

Click *Next*

### School Address

Please select if your school location is undecided at this time.  
By selecting this option, you will not be required to enter a school address at this time.

Enter the School Address  
If location is not available, click checkbox

School District Name (required)

----Select----

[Help locate school district in NYC](#)

Link to [schools.nyc.gov/SchoolSearch/Maps](https://schools.nyc.gov/SchoolSearch/Maps)  
(opens in another window)

Address (required)

Address 2

City (required)

State (required)

NEW YORK

Zip Code (required)

Zip Plus

Is the school handicapped accessible?

- Yes
- No

Mailing address is the same as School Address

For a school requiring a different mailing address, such as a P.O. box, please enter that mailing address here.

Country (required)

UNITED STATES OF AMERICA

Address (required)

Address 2

City (required)

State (required)

----Select----

Zip Code (required)

Zip Plus

Back **Next**

Click *Next*

This screen will display only if the checkbox for "Please select if your school location is undecided" is checked

### Bureau of Proprietary School Supervision

Home Search BPSS Logout

(PUBLIC, Public Applications)

SCHOOL TYPE INFORMATION OWNERSHIP DOCUMENT INFO UPLOAD QUESTIONS SIGN PAYMENT

#### School Address

Please select if your school location is undecided at this time.  
By selecting this option, you will not be required to enter a school address at this time.

You have selected that this school's location is undecided at this time. You will not be able to enter the school's address information. The school district is not required at this time. If you already know the physical address of the school, please provide that information and the school district in which it resides.

Back **Next**

BPSS Contact Us New York State Education Department

Click Next

### Bureau of Proprietary School Supervision

Home Search BPSS Logout

(PUBLIC, Public Applications) Contact BPSS Support

SCHOOL TYPE INFORMATION OWNERSHIP DOCUMENT INFO UPLOAD QUESTIONS SIGN PAYMENT

#### Initial Person of Contact

As the initial contact, you will be the main contact for this school. Please ensure all the information below is current.  
If any of the information below is inaccurate, you may change it by visiting your person profile page, or clicking [here](#) (a new window will open up).

First Name Last Name  
[input] [input]

No SSN Explanation  
[input]

#### Contact Information

Email  
[input]

Work Phone [input] Ext. [input]

Cell Phone [input]

Home Phone [input]

#### Address

Country  
UNITED STATES OF AMERICA

Address [input]

Address 2 [input]

City State  
[input] [input]

Zip Code Zip Plus  
[input] [input]

Back **Next**

Click Next

Verify Initial Person of Contact data  
Click [here](#) to make edits to this information

# Bureau of Proprietary School Supervision

[Home](#) [Search BPSS](#) [Logout](#)

(PUBLIC, Public Applications)

SCHOOL TYPE INFORMATION OWNERSHIP DOCUMENT INFO UPLOAD QUESTIONS SIGN PAYMENT

## Ownership Information

Enter Ownership Information

Name of Corporation, Partnership or Sole Proprietor (required)

Select Business Type (required)

Email Address (required)

Phone Number (required)

email@mail.com

XXX-XXX-XXXX

Ownership Website

Federal Tax Id (required)

http://www.yourUrlHere.com

123456789

Back

Next

[BPSS](#) [Contact Us](#) [New York State Education Department](#)

Click *Next*

# Bureau of Proprietary School Supervision

[Home](#) [Search BPSS](#) [Logout](#)

(PUBLIC, Public Applications)

SCHOOL TYPE INFORMATION OWNERSHIP DOCUMENT INFO UPLOAD QUESTIONS SIGN PAYMENT

## Owner Address

Enter Owner's Address

Country (required)

Street Address (required)

Street 2 (Optional)

City (required)

State (required)

Zip (required)

Back

Next

[BPSS](#) [Contact Us](#) [New York State Education Department](#)

Click *Next*

Show 10 entries

Search:

Major Stakeholders			
Name ▲	Title	Ownership	Action
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

Stakeholder Information

Enter each Stakeholder's information  
Click ADD

Enter stakeholder's information and click the "Add" button below. Once completed, click the next button to continue your application.

Title (required)

Percent Ownership

Personal Information

First Name (required)

Last Name (required)

Maiden Name

SSN

Prefix

Suffix

Gender (required)

Date of Birth (required)

Contact Information

Email Address (required)

Phone Number (required)

Country (required)

Street Address (required)

Street 2 (Optional)

City (required)

State (required)

Zip (required)

Repeat until all Stakeholders information has been entered.  
\*\*Only the top 8 Stakeholder's need to be provided.

Click Add

Add Clear

Back Next

Stakeholder Information will be displayed upon each addition

Show 10 entries

Search:

Major Stakeholders			
Name ▲	Title	Ownership	Action
M Jones	Chief Financial Officer (CFO)	49	 
Sam Jones	Chief Executive Officer (CEO)	51	 

Showing 1 to 2 of 2

Previous Next

Stakeholder Information

Enter stakeholder's information and click the "Add" button below. Once completed, click the next button to continue your application.

Title (required)  Percent Ownership

Personal Information

First Name (required)  Prefix

Last Name (required)  Suffix

Maiden Name  Gender (required)

SSN  Date of Birth (required)

xxx-xx-xxxx mm/dd/yyyy

Contact Information

Email Address (required)  Phone Number (required)

email@mail.com xxx-xxx-xxxx

Country (required)

Street Address (required)

Street 2 (Optional)

City (required)  State (required)

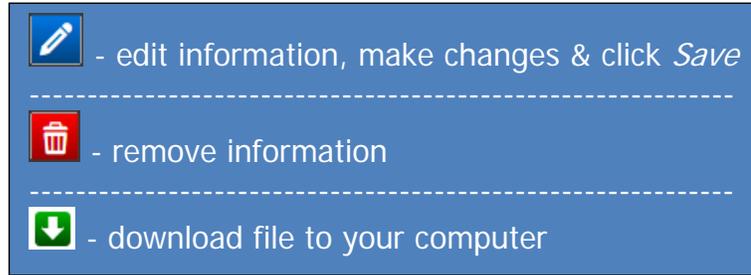
Zip (required)

After all Stakeholder information has been provided Click Next

Add Clear

Back Next

## Icon Key



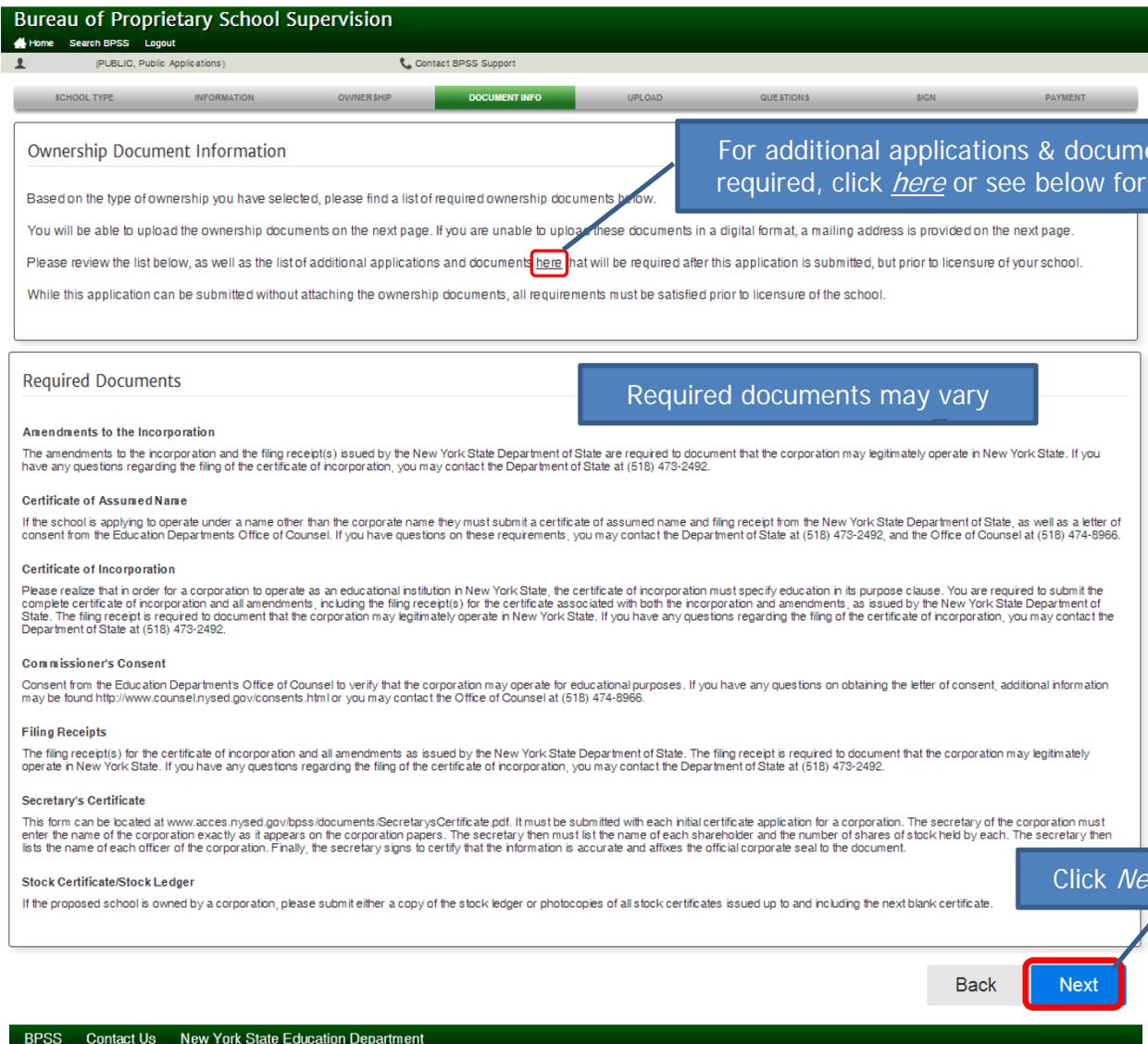
 - edit information, make changes & click *Save*

-----

 - remove information

-----

 - download file to your computer



**Bureau of Proprietary School Supervision**

Home Search BPSS Logout (PUBLIC: Public Applications) Contact BPSS Support

SCHOOL TYPE INFORMATION OWNERSHIP **DOCUMENT INFO** UPLOAD QUESTIONS SIGN PAYMENT

### Ownership Document Information

Based on the type of ownership you have selected, please find a list of required ownership documents below.

You will be able to upload the ownership documents on the next page. If you are unable to upload these documents in a digital format, a mailing address is provided on the next page.

Please review the list below, as well as the list of additional applications and documents [here](#) that will be required after this application is submitted, but prior to licensure of your school.

While this application can be submitted without attaching the ownership documents, all requirements must be satisfied prior to licensure of the school.

For additional applications & documents required, click [here](#) or see below for link

### Required Documents

Required documents may vary

**Amendments to the Incorporation**

The amendments to the incorporation and the filing receipt(s) issued by the New York State Department of State are required to document that the corporation may legitimately operate in New York State. If you have any questions regarding the filing of the certificate of incorporation, you may contact the Department of State at (518) 473-2492.

**Certificate of Assumed Name**

If the school is applying to operate under a name other than the corporate name they must submit a certificate of assumed name and filing receipt from the New York State Department of State, as well as a letter of consent from the Education Departments Office of Counsel. If you have questions on these requirements, you may contact the Department of State at (518) 473-2492, and the Office of Counsel at (518) 474-8966.

**Certificate of Incorporation**

Please realize that in order for a corporation to operate as an educational institution in New York State, the certificate of incorporation must specify education in its purpose clause. You are required to submit the complete certificate of incorporation and all amendments, including the filing receipt(s) for the certificate associated with both the incorporation and amendments, as issued by the New York State Department of State. The filing receipt is required to document that the corporation may legitimately operate in New York State. If you have any questions regarding the filing of the certificate of incorporation, you may contact the Department of State at (518) 473-2492.

**Commissioner's Consent**

Consent from the Education Departments Office of Counsel to verify that the corporation may operate for educational purposes. If you have any questions on obtaining the letter of consent, additional information may be found <http://www.counsel.nysed.gov/consents.html> or you may contact the Office of Counsel at (518) 474-8966.

**Filing Receipts**

The filing receipt(s) for the certificate of incorporation and all amendments as issued by the New York State Department of State. The filing receipt is required to document that the corporation may legitimately operate in New York State. If you have any questions regarding the filing of the certificate of incorporation, you may contact the Department of State at (518) 473-2492.

**Secretary's Certificate**

This form can be located at [www.acces.nysed.gov/bpss/documents/SecretarysCertificate.pdf](http://www.acces.nysed.gov/bpss/documents/SecretarysCertificate.pdf). It must be submitted with each initial certificate application for a corporation. The secretary of the corporation must enter the name of the corporation exactly as it appears on the corporation papers. The secretary then must list the name of each shareholder and the number of shares of stock held by each. The secretary then lists the name of each officer of the corporation. Finally, the secretary signs to certify that the information is accurate and affixes the official corporate seal to the document.

**Stock Certificate/Stock Ledger**

If the proposed school is owned by a corporation, please submit either a copy of the stock ledger or photocopies of all stock certificates issued up to and including the next blank certificate.

Click Next

Back Next

BPSS Contact Us New York State Education Department

Link to additional applications & documents (copy & paste into your browser):

[http://www.acces.nysed.gov/bpss/Computer\\_Build/Computer\\_Build-Records\\_Required-Draft3-17-14.pdf](http://www.acces.nysed.gov/bpss/Computer_Build/Computer_Build-Records_Required-Draft3-17-14.pdf)

### Ownership Document Upload - Disclaimer

Corporations are required to submit an original Secretary's Certificate to the Bureau by appropriate means (i.e., USPS, FedEx or other).

Other than the above document, required by the corporations only, BPSS has implemented a paperless system and you will need to upload all other documents associated with this file.

If you are unable to upload these documents, you will need to mail them to the Bureau with a cover letter which states the name of the school under which you are filing. Please note that by mailing, it may delay the processing of the application while the records are consolidated. Please send all documents to :

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

You may browse your computer to locate the file. Common document file types are preferred, such as .doc and .pdf. Maximum file size is 100MB. Files larger than 100MB must be split into more than one upload, or saved at a lower resolution on your computer before uploading. You may upload as many files as necessary.

Current supported file types : pdf, txt, doc, docx, jpg, png, tiff

Uploaded Files				
File Name	File Type	File Extension	Action	
There are currently no uploaded documents for this school.				

### Upload Document

File Type  
---Select---

Choose File  No file chosen  
Please select a pdf, txt, doc, docx, jpg, or png file to upload.

Click drop down arrow  
Choose File Type

Click Choose File  
Locate file on computer

Click Upload

Back

Click Next to proceed

### Upload Document

File Type  
Business Certificate

Choose File  Business Certificate.docx  
Please select a pdf, txt, doc, docx, jpg, or png file to upload.

Prior to upload, if wrong file is chosen -  
click Clear or Choose File

 You have successfully uploaded a file.

This message will be displayed for each file that is successfully uploaded.

- SCHOOL TYPE
- INFORMATION
- OWNERSHIP
- DOCUMENT INFO
- UPLOAD
- QUESTIONS
- SIGN
- PAYMENT

Ownership Document Upload - Disclaimer

Corporations are required to submit an original Secretary's Certificate to the Bureau by appropriate means (i.e., USPS, FedEx or other).

Other than the above document, required by the corporations only, BPS has implemented a paperless system and you will need to upload all other documents associated with this file.

If you are unable to upload these documents, you will need to mail them to the Bureau with a cover letter which states the name of the school under which you are filing. Please note that by mailing, it may delay the processing of the application while the records are consolidated. Please send all documents to :

*New York State Education Department  
Bureau of Proprietary School Supervision  
89 Washington Avenue, EBA 560  
Albany, New York 12234*

You may browse your computer to locate the file. Common document file types are preferred, such as .doc and .pdf. Maximum file size is 100 MB. Files larger than 100 MB must be split into more than one upload, or saved at a lower resolution on your computer before uploading. You may upload as many files as necessary.

Current supported file types : pdf, txt, doc, docx, jpg, png, tiff

Uploaded Files			
File Name	File Type	File Extension	Action
Amendments to the Incorporation	Amendments to the Incorporation	DOCX	 
Certificate of Assumed Name	Certificate of Assumed Name	DOCX	 
Certificate of Incorporation	Certificate of Incorporation	DOCX	 
Commissioner Consent	Commissioner's Consent	DOCX	 
Filing Receipts	Filing Receipts	DOCX	 
Secretary Certificate	Secretary's Certificate	DOCX	 
Stock Certificate Ledger	Stock Certificate/Stock Ledger	DOCX	 

Upload Document

File Type: Choose File  No file chosen  
Please select a pdf, txt, doc, docx, jpg, or png file to upload.

Click *Next* to proceed

SCHOOL TYPE	INFORMATION	OWNERSHIP	<b>DOCUMENT INFO</b>	UPLOAD	QUESTIONS	SIGN
PAYMENT						

School Required Information-Disclaimer

In addition to the school application, you will be required to apply for a director, teacher, agent and curriculum for your school that will meet BPSS approval.

Based on the type of school you have selected, please find a list of required documents below.

You will be able to upload the documents listed below on the next page. If you are unable to upload these documents in a digital format, a mailing address is provided on the next page.

While this application can be submitted without attaching the required documents, all requirements must be satisfied prior to licensure of the school.

Required Documents

Administration

Agent Training and Supervision Manual

You can add the school information to the sample template form at and submit.

Attendance Record

Separate attendance register sections must be used for each class/section. Different subject and/or different levels of the same subject cannot be taught in the same classroom at the same time without prior written approval from the Bureau of Proprietary School Supervision.

Candidate school student disclosure

As a candidate school, the school facilities, teachers, and programs have not been approved by Bureau of Proprietary School Supervision, and are not under the Bureau's jurisdiction during the candidacy period. The school, upon being granted candidate status, is required to provide a disclosure to all students. That required disclosure, only needS the school information added.

Catalog

The catalog is a published document that describes all aspects of the institution including the courses offered, rules and regulations of the institution, graduation requirements, etc. Each prospective and enrolled student must receive a copy of the catalog, and it must be published in the principle language used in the sales presentation to the student.

Counseling Plan (Ability to Benefit, if Applicable)

The counseling plan is a detailed description of the programs, remediation, and institutional support available for students at the institution, particularly those who have not completed a high school education or its equivalent. NOTE: The counseling plan is not required if the institution limits enrollment to students with a high school diploma or equivalent.

Documentation of a LPCS teacher

The school must have and identify an approved BPSS teacher prior to licensure. If the teacher already holds a BPSS teacher permit/license, upload a copy here and any applicable documentation required for the course(s) or curriculum(s) to be taught (current RN licenses, certification, ext.). If the teacher does not yet hold a BPSS permit/license, have the applicant apply, then print the receipt of payment and upload the receipt here with the applicant's information.

Leave of Absence Forms

Prototypes may use as a sample.

Master Teacher/Class Schedule Form

Each school should always have a schedule of which teachers are scheduled for the week, as well as each room being utilized. This schedule helps to add organization to the school structure. Please complete as appropriate for your school and submit.

Miscellaneous

Supporting documentation as needed.

Program Completion Certificate or Diploma

A Certificate of Completion is to be awarded to each student completing a course or curriculum. It is to reflect the name and address of the institution, the student's name, the course/curriculum, number of hours, and the date of completion. The Certificate must be signed by the licensed Director and a school seal is required. The official school seal will ensure that the certificate cannot be duplicated without consent. Copies of the certificate of completion are to be kept in the student's academic file. The certificate of completion is critical in assisting students upon school closure.

Receipts From Students

The receipt form for students is a receipt given to students to acknowledge payment of any fees to the institution.

Refund Calculation Form

The refund calculation form is a calculation sheet used for the school's withdrawal or termination, prior to the completion of the program.

Refund Policy Guidelines

These guidelines are designed to facilitate an understanding of the refund policies set forth in the Amendments to Education Law Section 5032 passed in July 1990. On November 15, 1990 the Board of Regents approved final regulations defining an instructional week, quarter, and term.

Student Disclosure Pamphlet (Student Rights)

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Student Transcript

A transcript is the final document listing the courses, grades, and final average as well as other permanent student record requirements set forth in Section 126.11(b) of Commissioner's Regulations. Important information for future employment or continuing education is contained on the transcript. A final transcript is expected to be maintained in the student's academic file and is critical for student assistance when a school closes.

Teacher Evaluation Form

An evaluation of each instructor is to be done on a regular basis, both announced and unannounced, but no less than once a year. It is an opportunity for the director to become acquainted with the teacher's instructional style and abilities. It may result in suggestions for improvement, as well as commendations for specific strengths. It is also an opportunity for the instructor to provide feedback on the evaluation and to develop dialog between the director and the instructor. An awareness of the quality of instruction in your institution may assist in preventing problems in the classroom.

Financials

12-month projected operating statement (using appropriate income formula)

A projected operating statement including projected profit and loss for the school for a 12-month period using the following formula: Number of anticipated students X average tuition per student = anticipated gross tuition income. Next subtract all anticipated expenses and student refunds (show all calculations) to show anticipated net income/net loss.

Balance Sheet

Signed and attested to within 30 days of application, NOT A PROJECTION. A balance sheet is a financial statement that shows the business worth, including assets, liabilities and net worth (owner's equity).

Listing of all owners' bank accounts

A statement indicating the location and type of all bank accounts held by the corporate owner or partners in their official capacity.

Miscellaneous

Supporting financial documentation as needed.

Click on name of document  
The form will open in another window, save to your computer or print.

Link to Teacher License of a Private Career School

Link to Refund Policy Guidelines

**Provide documentation of financial viability**

To obtain candidate school status, the school must demonstrate financial viability through means deemed appropriate by the commissioner. Such means may include submitting an audited financial statement based on the most recently completed fiscal year; securing and maintaining a performance bond, payable to the commissioner, in an amount appropriate to eliminate any liability to the tuition reimbursement account in the event the school ceases operation; limiting the collection of tuition funds until each student completes the program of study; or other means acceptable to the commissioner.

**Quarters**

**Certificate of Occupancy**

A Certificate of Occupancy is issued by local municipalities to verify that local building codes have been met and the building is suitable for occupancy. It further states the purpose for which the quarters are to be used (i.e., commercial, residential, factory, school, etc.). The premises in which instruction will be offered must be approved for use as a school by the municipality in which the school will be conducting business. Once the premises are approved, a Certificate of Occupancy will be issued listing the school quarters as approved for instructional purposes. Only that area used for the school needs to be approved for instructional purposes. Therefore, Certificates of Occupancy for multi-floor buildings often will list only the floor that the school occupies as approved for instructional purposes. This is acceptable.

**Department of Health Approval (if applicable)**

Schools outside New York City should check with their local Department of Health whether they are required to have an inspection and be prepared to provide a letter of approval with the quarters application. The premises in which instruction will be offered must be approved for occupancy by the health authority of the municipality in which the school will operate. The address listed on the approval must be the same address as the one listed on the quarters application.

**Fire Inspection (If in NYC, fire inspection will be requested by the Bureau)**

The premises in which instruction will be offered must be approved for occupancy by the fire authority of the municipality in which the school will operate. If the school is or will be located in one of the boroughs of New York City, the Bureau of Proprietary School Supervision will arrange for the fire inspection once the quarters application for Approval, the floor plans, and the Certificate of Occupancy are received. The address listed on the approval must be the same address as the one listed on the quarters application. Schools outside New York City must arrange with their local municipality for the inspection and forward the letter of approval with the quarters application.

**Floor Plan**

Floor plans must be drawn to scale and the scale must be indicated on the drawing. Each room must be assigned a number and the proposed use of the room must be indicated, for example, "classroom," "shop," "computer lab," etc. The floor plans must show: 1. Dimensions of each room or unit of space; 2. Entrances and exits, stairways, corridors, fire escapes; 3. Windows; 4. Student stations, fixed equipment and machines, furniture including student desks and chairs; 5. Utilities - electrical outlets, sinks, etc.

**Additional**

**Required**

- Certified Director
- Certified Agent
- Approved Curriculum

Back **Next**

Click *Next*

### Required School Documents

If you are unable to upload the required documents, you will need to mail them to the Bureau with a cover letter which states the name of the school under which you are filing. Please note that by mailing, it may delay the processing of the application while the records are consolidated. Please send all documents to :

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

You may browse your computer to locate the file. Common document file types are preferred, such as .doc and .pdf. Maximum file size is 100 MB. Files larger than 100 MB must be split into more than one upload, or saved at a lower resolution on your computer before uploading. You may upload as many files as necessary.

Current supported file types : pdf, txt, doc, docx, jpg, png, tiff

### Financials

Show 10 entries

Search:

School Financial Documents				
File Name ▲	File Extension	Date Uploaded	Document Type	Action
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

### Administrative

Show 10 entries

Search:

School Administrative Documents				
File Name ▲	File Extension	Date Uploaded	Document Type	Action
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

### Quarters

Show 10 entries

Search:

School Quarters Documents				
File Name ▲	File Extension	Date Uploaded	Document Type	Action
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

Click drop down arrow  
Select *Document Category*  
and *Document Type*

Click *Choose File*  
Locate file on computer

### Upload Additional Documents

Document Category (required)

----Select----



Document Type (required)

-----



Choose File (required)  
Choose File No file chosen



Click *Upload*

Upload

Back Next

Click *Next* to proceed

Answer each question by indicating "YES" or "NO"

You must respond to all questions and please provide an explanation if you answered "YES".

Answer all questions. Provide an explanation if your answer is "Yes" to any question.

(a) Have you, or any corporation, partnership, association or organization, or person holding an ownership or control interest in this school, or any employee responsible in a supervisory capacity for the administration of student funds or government funds, been convicted of a crime involving the operation of any educational or training program, or, in connection with the operation of any such program, a crime involving the unlawful acquisition, use, payment or expenditure of educational or training program funds?

- Yes
No

Explanation

Text input field for explanation

A maximum of 500 characters is allowed

(b) Have you, or any corporation, partnership, association or organization, or person holding an ownership or control interest in this school, or any employee responsible in a supervisory capacity for the administration of student funds or government funds, been convicted in New York State of any of the following felonies defined in the penal law: bribery involving public servants; commercial bribery; perjury in the second degree; rewarding official misconduct; larceny, in connection with the provision of services or involving the theft of governmental funds; offering a false instrument for filing; falsifying business records; tampering with public records; criminal usury; scheming to defraud; or defrauding the government?

- Yes
No

Explanation

Text input field for explanation

A maximum of 500 characters is allowed

(c) Have you, or any corporation, partnership, association or organization, or person holding an ownership or control interest in this school, or any employee responsible in a supervisory capacity for the administration of student funds or government funds, been convicted in any other jurisdiction of an offense which is substantially similar to any of the felonies defined above in statement (b) and for which a sentence to a term of imprisonment in excess of one year was authorized and is authorized in this state regardless of whether such sentence was imposed?

- Yes
No

Explanation

Text input field for explanation

A maximum of 500 characters is allowed

(d) Have you, or any corporation, partnership, association or organization, or person holding an ownership or control interest in this school, or any employee responsible in a supervisory capacity for the administration of student funds or government funds, been finally determined in any administrative or civil proceeding to have committed a violation of any provision of the Education Law, or the Regulations of the Commissioner of Education, or any similar statute, rule, regulation, order, or determination of another jurisdiction pertaining to the licensure and operation of any educational or training program?

- Yes
No

Explanation

Text input field for explanation

A maximum of 500 characters is allowed

(e) Have you owned or operated a school which has closed or ceased operation? If YES, answer (1) and (2) below.

- Yes
No

(1) Were you subject to a pending disciplinary action, disallowance, fine or other penalty at the time of the closing?

- Yes
No

(1) Were you subject to a pending disciplinary action, disallowance, fine or other penalty at the time of the closing?

Yes  
 No

(2) Did the school owe refunds to any government agency or students at the time of closing?

Yes  
 No

Explanation

A maximum of 500 characters is allowed

[Click Next](#)

[Back](#) [Next](#)

**Bureau of Proprietary School Supervision**

Home Search BPSS Logout

(PUBLIC, Public Applications) Contact BPSS Support

SCHOOL TYPE INFORMATION OWNERSHIP DOCUMENT INFO UPLOAD QUESTIONS **SIGN** PAYMENT

**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](#) [Next](#)

**Not** ready to make Payment?  
Click *BPSS Home*

Ready to make Payment?  
Click *Next*

**Bureau of Proprietary School Supervision**

Home Search BPSS Logout

(PUBLIC, Public Applications) Contact BPSS Support

**Payment Type**

BPSS accepts 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 Select payment type

Pay by Check / Money Order

Show 1e entries Search:

Application Cart		
Application Type ▲	Description	Fee
Candidate School Application	Jones School	\$10,000.00

Showing 1 to 1 of 1 [Previous](#) [Next](#)

[Back](#) [Next](#)

Click *Next*

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 partial application has been saved for your convenience, 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 ▲	Description	Fee
Candidate School Application	J Jones School	\$10,000.00

Showing 1 to 1 of 1

Previous Next

Payment Information

Enter Credit Card Information

First Name

Last Name

Credit Card Number (required)

Security Code (required)

Expiration (mmyy) (required)

Total amount to be paid: \$10,000.00

Back

Process My Payment

Click *Process My Payment*

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

NOTE: Cashier's check or US Postal money order only

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
10676	CANSCH	Jones School	07/30/2014	\$10,000.00

Click Print  
A new window will open

Print

Back

Done

Print the payment coupon  
This needs to be included with your payment

Please return this payment coupon enclosed in an envelope with your payment.

<b>Mail payments to:</b> The State Education Department Bureau of Fiscal Management P.O. Box 7346 Albany, NY 12224	OFFICE USE ONLY
Application Number: 10676 Client ID: 13543541406746308294 Amount Due: \$ 10,000.00 Description: Jones School	Application Type: CANSCH Application Date: 07/30/2014 Amount Enclosed: \$ _____
<b>DO NOT SEND CASH</b>	

Enter amount enclosed

Close the window

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
10676	CANSCH	Jones School	07/30/2014	\$10,000.00

Print

Back

Click Done

Done

BPSS Home



Applications

- [Apply for Agent Certificate](#)
- [Apply for Director Permit/License](#)
- [Apply for School License](#)
- [Apply for Teacher Permit/License](#)

Profile

- [Update Personal Information](#)

Click Logout Or Close page