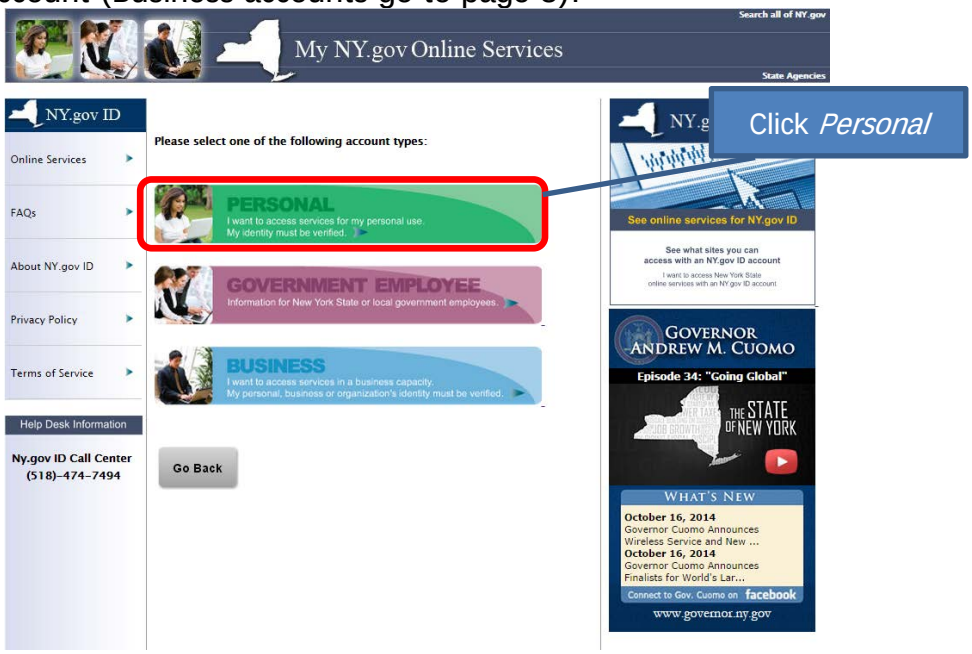
Apply for Teacher's Permit/License:

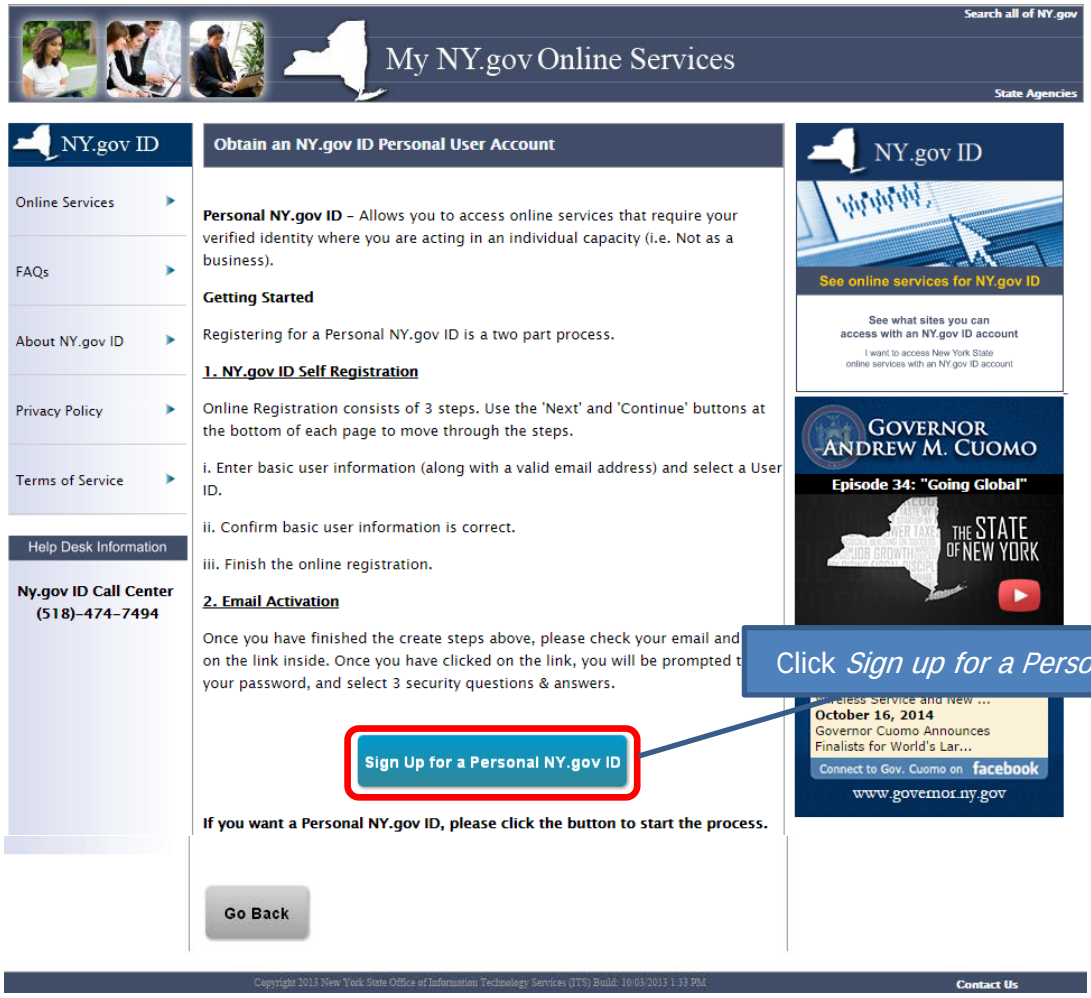
The following information will be needed for a Teacher's Permit/License:

- Certification Information
- Education History
- Work Experience & Additional Information
- Moral Character Questions

Login to BPSS from [My.NY.gov](My.NY.gov)

For a new Personal Account (Business accounts go to page 8):




Search all of NY.gov
My NY.gov Online Services
State Agencies
NY.gov ID
Online Services
FAQs
About NY.gov ID
Privacy Policy
Terms of Service
Help Desk Information
Ny.gov ID Call Center
(518)-474-7494
Obtain an NY.gov ID Personal User Account
Personal NY.gov ID – Allows you to access online services that require your verified identity where you are acting in an individual capacity (i.e. Not as a business).
Getting Started
Registering for a Personal NY.gov ID is a two part process.
1. NY.gov ID Self Registration
Online Registration consists of 3 steps. Use the 'Next' and 'Continue' buttons at the bottom of each page to move through the steps.
i. Enter basic user information (along with a valid email address) and select a User ID.
ii. Confirm basic user information is correct.
iii. Finish the online registration.
2. Email Activation
Once you have finished the create steps above, please check your email and
on the link inside. Once you have clicked on the link, you will be prompted t
your password, and select 3 security questions & answers.
Sign Up for a Personal NY.gov ID
If you want a Personal NY.gov ID, please click the button to start the process.
Go Back
NY.gov ID
See online services for NY.gov ID
See what sites you can access with an NY.gov ID account
I want to access New York State online services with an NY.gov ID account
Governor Andrew M. Cuomo
Episode 34: "Going Global"
The State of New York
October 16, 2014
Governor Cuomo Announces Finalists for World's Lar...
Connect to Gov. Cuomo on facebook
www.governor.ny.gov
Click Sign up for a Personal NY.gov ID
Contact Us

Search all of NY.gov
My NY.gov Online Services
State Agencies
NY.gov ID
Online Services
FAQs
About NY.gov ID
Privacy Policy
Terms of Service
Help Desk Information
List of Agency and Online Services Help Desk Information
NY.gov ID SELF REGISTRATION
User Information
Personal Privacy Protection Law Notice
First Name*
Last Name*
Email*
Confirm Email*
Enter information
Login Information
Preferred Username*
Check
Captcha*
Type the text
Create Account
Click Create Account
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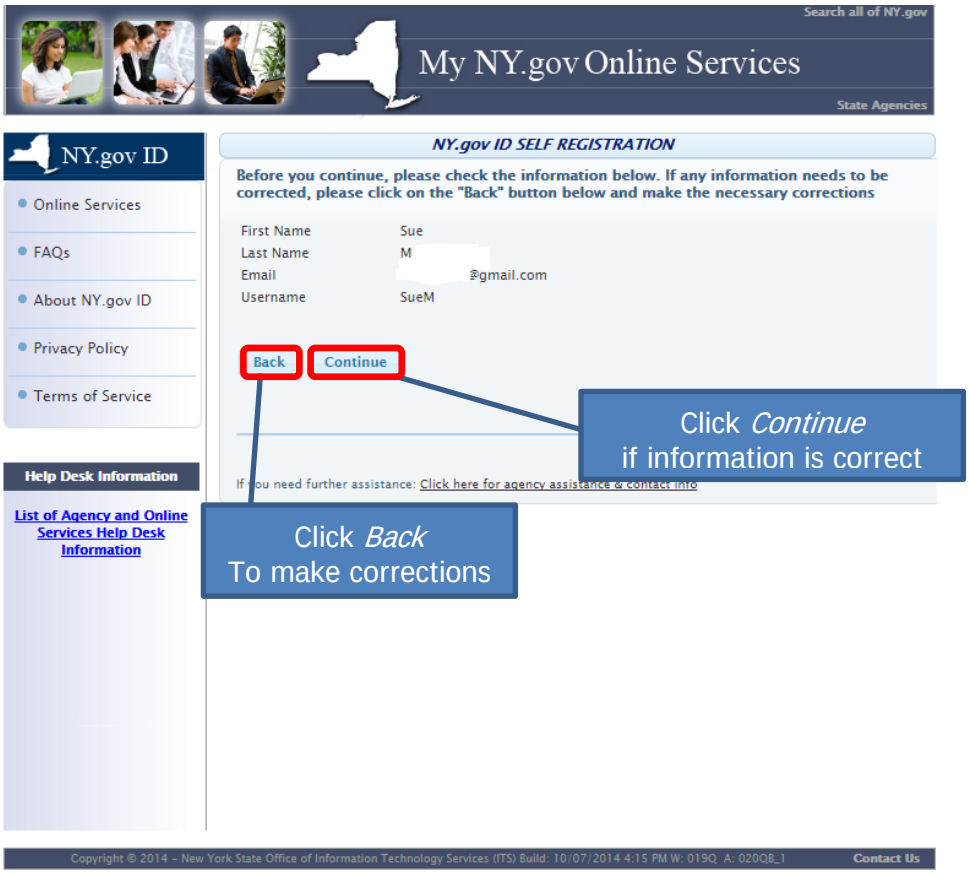
Contact Us


Search all of NY.gov
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State Agencies
NY.gov ID
Online Services
FAQs
About NY.gov ID
Privacy Policy
Terms of Service
Help Desk Information
List of Agency and Online Services Help Desk Information
NY.gov ID SELF REGISTRATION
Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections
First Name Sue
Last Name M
Email @gmail.com
Username SueM
Back
Continue
Click Continue if information is correct
Click Back To make corrections
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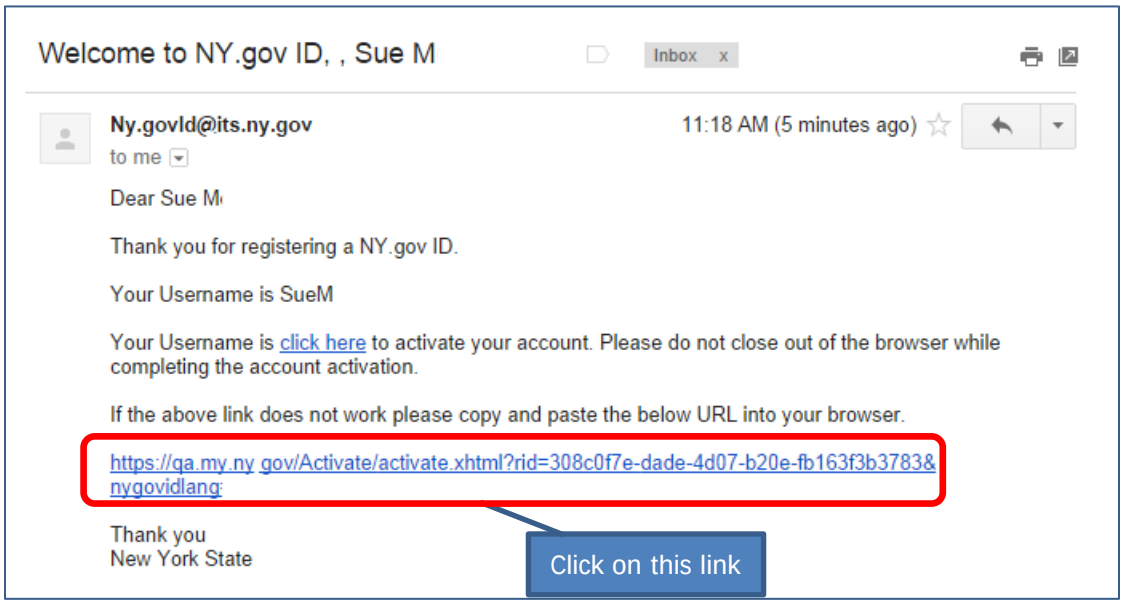
Contact Us

Sample E-mail:



Search all of NY.gov
My NY.gov Online Services
State Agencies
NY.gov ID
Online Services
FAQs
About NY.gov ID
Privacy Policy
Terms of Service
Help Desk Information
List of Agency and Online Services Help Desk Information
NY.gov ID Activation
Thank you for registering!
You are now ready to activate your NY.gov Id.
During this process, you will need to
• Set 3 valid secret questions and answers.
• Set a new password.
Secret Questions
*Question 1
Select One
*Answer
*Confirm Answer
*Question 2
Select One
*Answer
*Confirm Answer
*Question 3
Select One
*Answer
*Confirm Answer
Continue
Click Arrow next to Select One, choose a question, enter answer & confirm answer. Click Continue
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Contact Us

Search all of NY.gov
My NY.gov Online Services
State Agencies
NY.gov ID
Online Services
FAQs
About NY.gov ID
Privacy Policy
Terms of Service
Help Desk Information
List of Agency and Online Services Help Desk Information
NY.gov ID Activation
You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.
Continue
Click Continue
Contact Us

Search all of NY.gov
My NY.gov Online Services
State Agencies
NY.gov ID
Online Services
FAQs
About NY.gov ID
Privacy Policy
Terms of Service
Help Desk Information
List of Agency and Online Services Help Desk Information
Password Change Request
Enter New Password & Confirm New Password
SueM , please change your current password before continuing.
New Password
Minimum 8 characters with at least 3 letters and 1 number.
Confirm New Password
Set Password
Clear this form
Click Set Password
Contact Us

Search all of NY.gov
My NY.gov Online Services
State Agencies
NY.gov ID
Online Services
FAQs
About NY.gov ID
Privacy Policy
Terms of Service
Help Desk Information
List of Agency and Online Services Help Desk Information
Password Change Information
SueM your new password has been set.
Use this new password the next time you log into your account.
CONTINUE
Click Continue
Contact Us

Search all of NY.gov
My NY.gov Online Services
State Agencies
NY.gov ID
Online Services
FAQs
About NY.gov ID
Privacy Policy
Terms of Service
Help Desk Information
List of Agency and Online Services Help Desk Information
NY.gov ID ACTIVATION
You have successfully activated your NY.gov Id!
Please click on one of the buttons below.
Continue to Enrollment
This is where you sign up for various NYS applications.
Go to MyNy
A portal to view the NYS applications you have access to.
Click Go to MyNy
You're my.NY.gov Personal account is now created. Go to page 16.
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Contact Us

For a new Business Account:

Search all of NY.gov
My NY.gov Online Services
State Agencies
NY.gov ID
Online Services
FAQs
About NY.gov ID
Privacy Policy
Terms of Service
Help Desk Information
List of Agency and Online Services Help Desk Information
NY.gov ID SELF REGISTRATION
User Information
Personal Privacy Protection Law Notice
First Name*
Last Name*
Email*
Confirm Email*
Enter all data
Login Information
Preferred Username*
Check
Captcha*
Privacy & Terms
Create Account
Step 1 of 2
If code cannot be read clearly, click the refresh button for a new code or click the speaker icon - it will be read to you
Enter Security code shown in box
Click Create Account
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Contact Us

Search all of NY.gov
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State Agencies
NY.gov ID
Online Services
FAQs
About NY.gov ID
Privacy Policy
Terms of Service
Help Desk Information
List of Agency and Online Services Help Desk Information
NY.gov ID SELF REGISTRATION
Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections
First Name
Last Name
Email
User Id
Back
Continue
The personal information just entered will be shown.
If it's correct, click Continue.
Otherwise, click Back to make corrections
If you need further assistance: Click here for agency assistance & contact info
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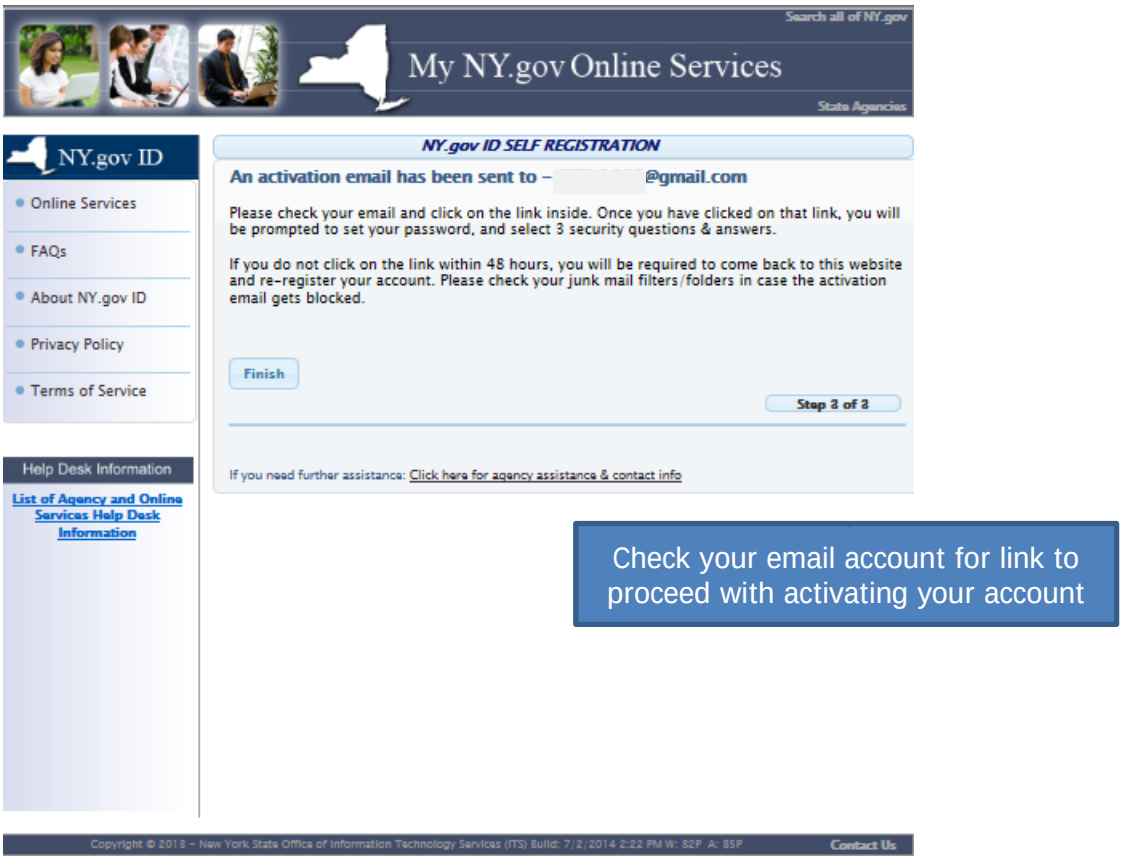
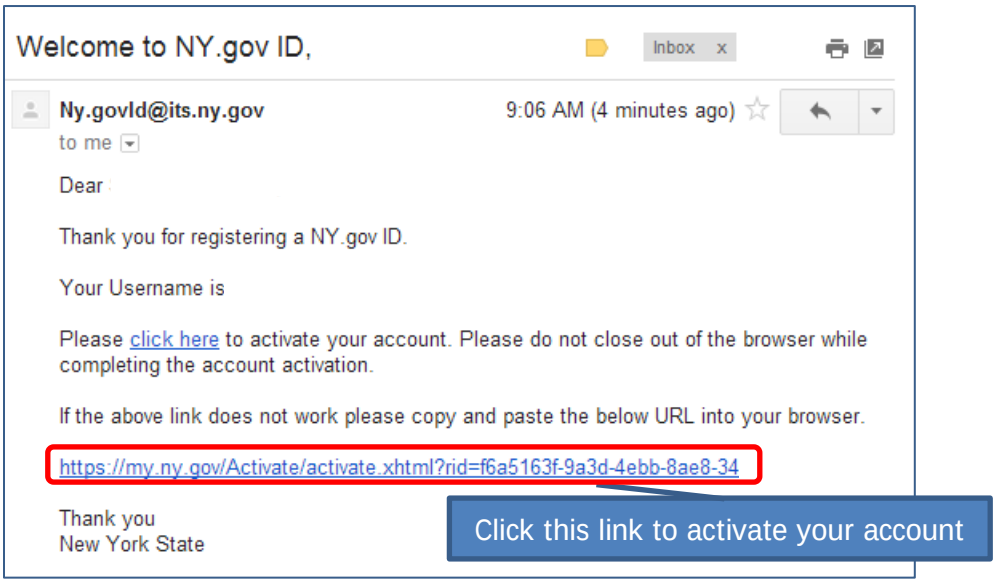
Contact Us



SAMPLE E-MAIL:



Search all of NY.gov
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State Agencies
NY.gov ID
Online Services
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Terms of Service
Help Desk Information
List of Agency and Online Services Help Desk Information
NY.gov ID Activation
Thank you for registering!
You are now ready to activate your NY.gov Id.
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• Set 3 valid secret questions and answers.
• Set a new password.
Secret Questions
*Question 1
Select One
*Answer
*Confirm Answer
*Question 2
Select One
*Answer
*Confirm Answer
*Question 3
Select One
*Answer
*Confirm Answer
Continue
Click Arrow next to Select One, choose a question, enter answer and confirm answer. Click Continue
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Contact Us

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Terms of Service
Help Desk Information
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NY.gov ID Activation
You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.
Continue
Click Continue
Contact Us

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About NY.gov ID
Privacy Policy
Terms of Service
Help Desk Information
List of Agency and Online Services Help Desk Information
Password Change Request
, please change your current password before continuing.
New Password*
Minimum 8 characters with at least 3 letters and 1 number.
Confirm New Password*
Set Password
Clear this form
Enter New Password and Confirm New Password
Click Set Password
Contact Us

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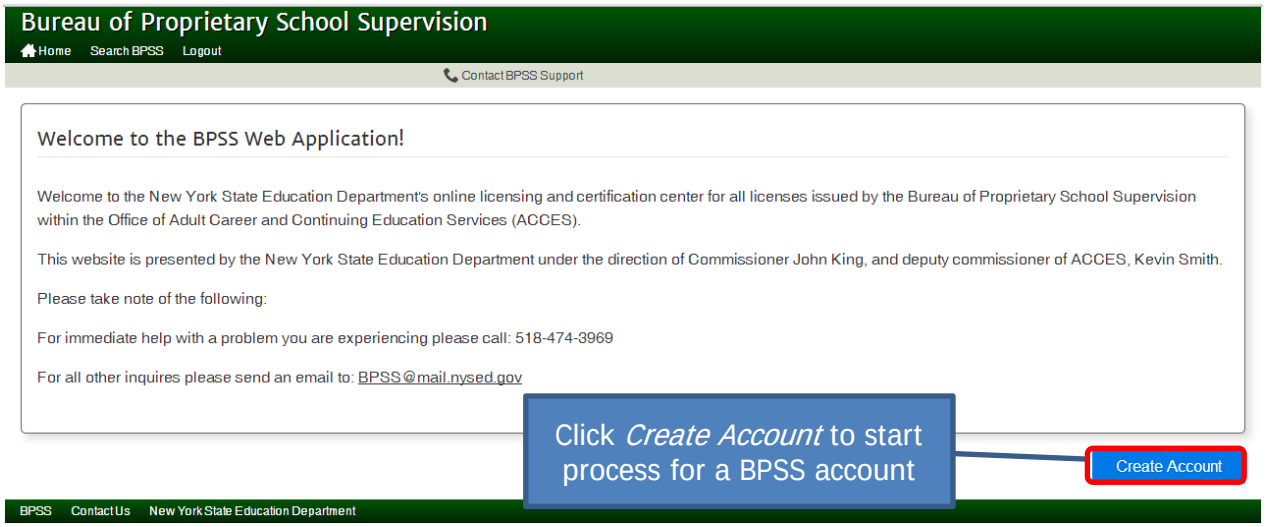
List of Agency and Online Services Help Desk Information
Password Change Information
your new password has been set.
Use this new password the next time you log into your account.
CONTINUE
Click Continue
Your My.NY.gov account is now created
Contact Us

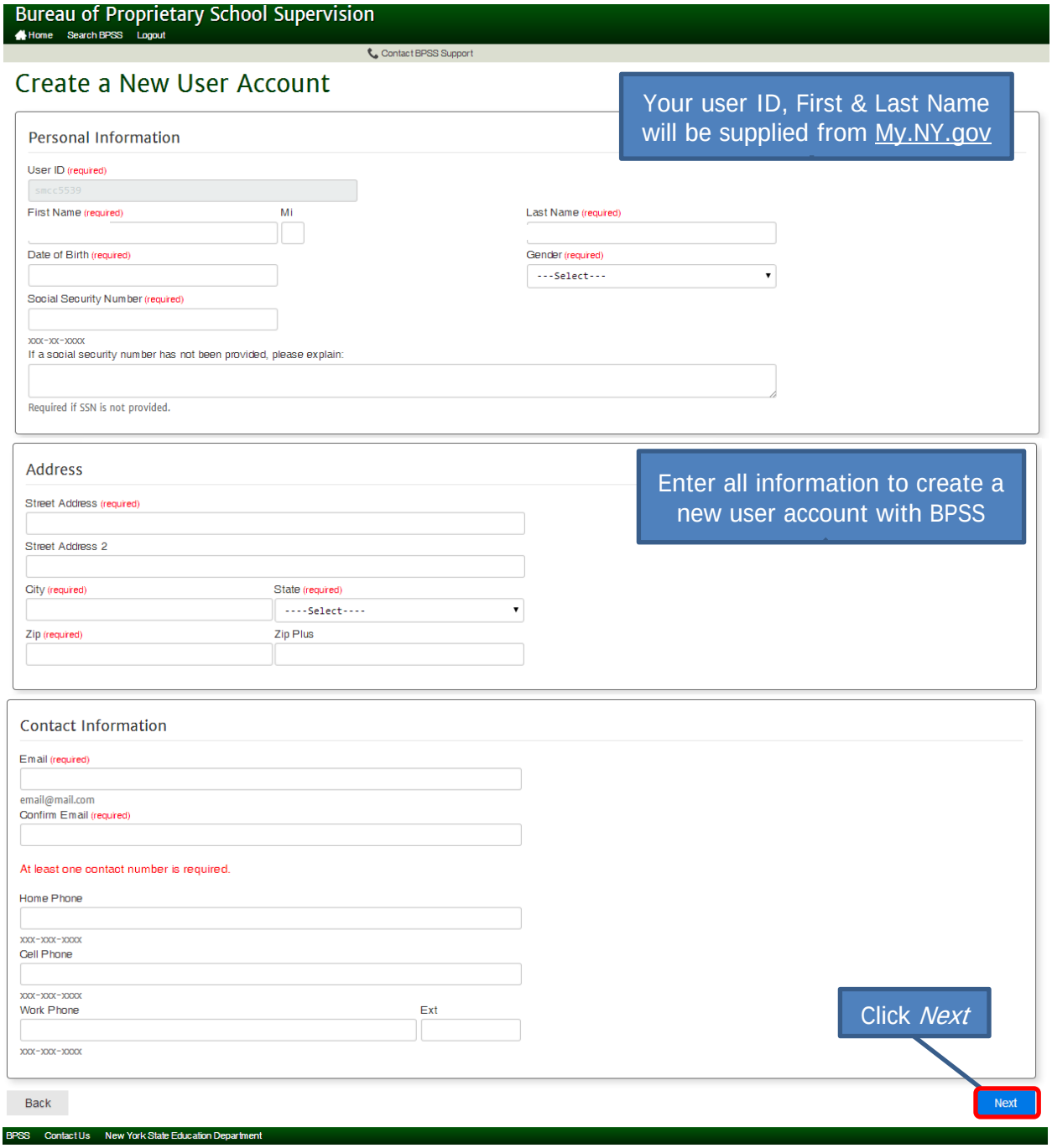
Search all of NY.gov
My NY.gov Online Services
State Agencies
NY.gov ID
Online Services
FAQs
About NY.gov ID
Privacy Policy
Terms of Service
Help Desk Information
List of Agency and Online Services Help Desk Information
NY.gov ID ACTIVATION
You have successfully activated your NY.gov Id!
Please click on one of the buttons below.
Continue to Enrollment
This is where you sign up for various NYS applications.
Go to MyNy
A portal to view the NYS applications you have access to.
Click Go to MyNy
Contact Us

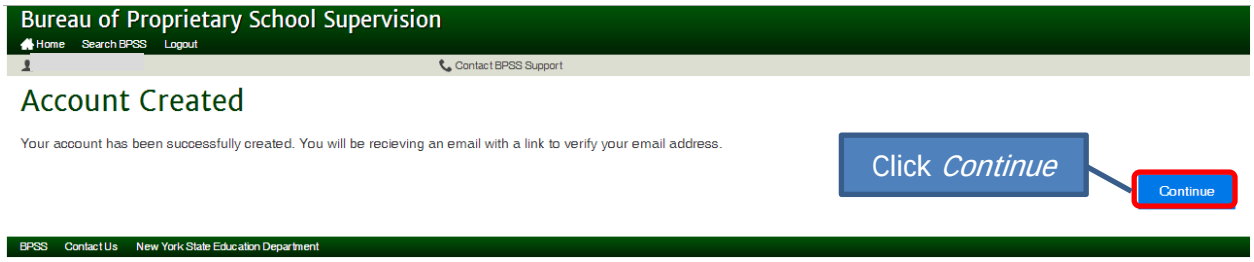
Note: The services shown may vary

Click *BPSS Application*

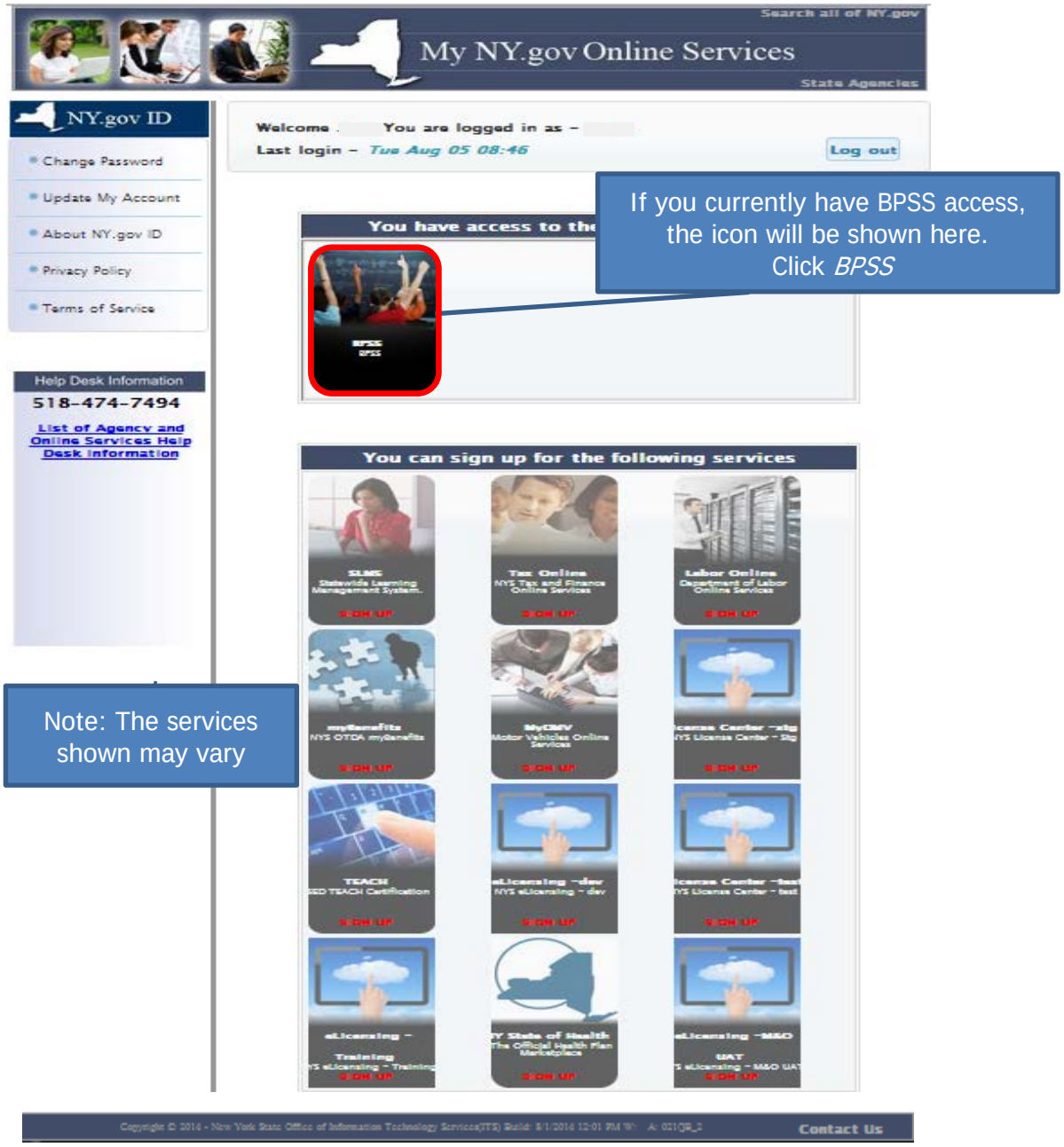


Click *Create Account* to start process for a BPSS account

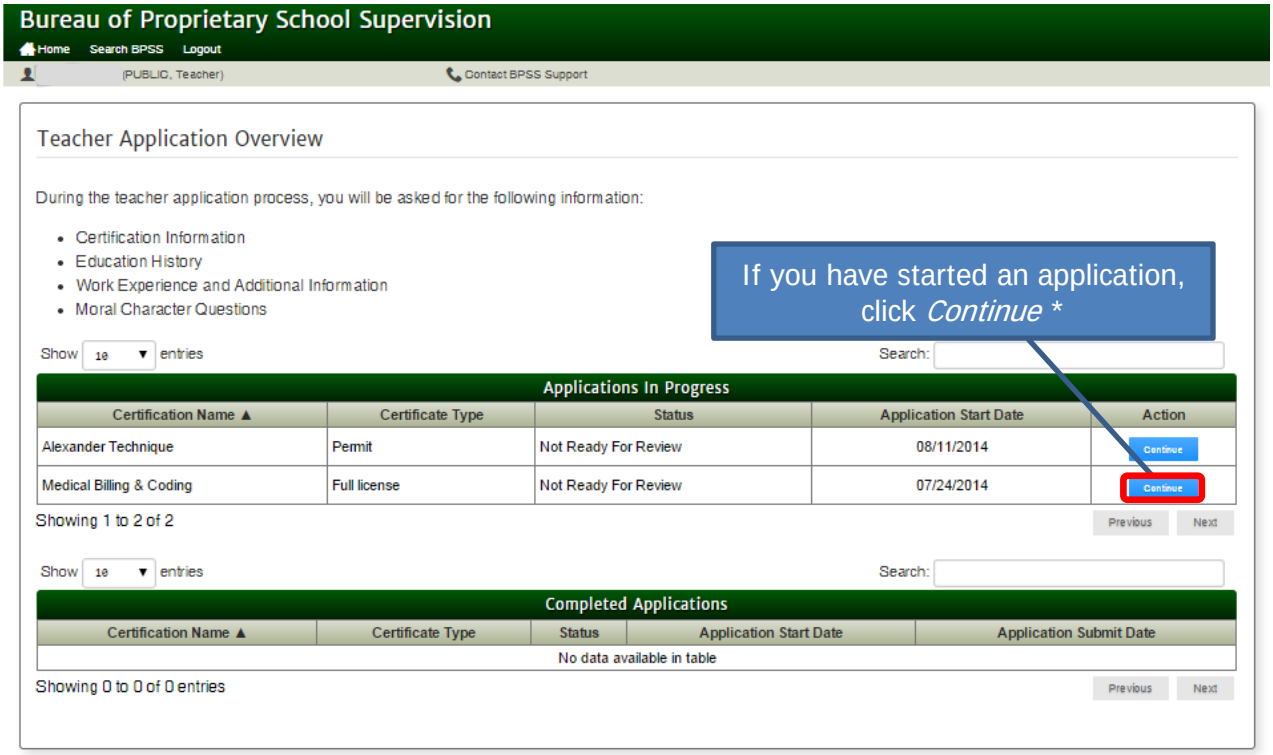

Bureau of Proprietary School Supervision
Home
Search BPSS
Logout
Contact BPSS Support
Create a New User Account
Your user ID, First & Last Name will be supplied from My.NY.gov
Personal Information
User ID (required)
smcc5539
First Name (required)
Mi
Last Name (required)
Date of Birth (required)
Gender (required)
---Select---
Social Security Number (required)
xxx-xx-xxxx
If a social security number has not been provided, please explain:
Required if SSN is not provided.
Address
Enter all information to create a new user account with BPSS
Street Address (required)
Street Address 2
City (required)
State (required)
----Select----
Zip (required)
Zip Plus
Contact Information
Email (required)
email@mail.com
Confirm Email (required)
At least one contact number is required.
Home Phone
xxx-xxx-xxxx
Cell Phone
xxx-xxx-xxxx
Work Phone
Ext
xxx-xxx-xxxx
Click Next
Back
Next
BPSS
Contact Us
New York State Education Department

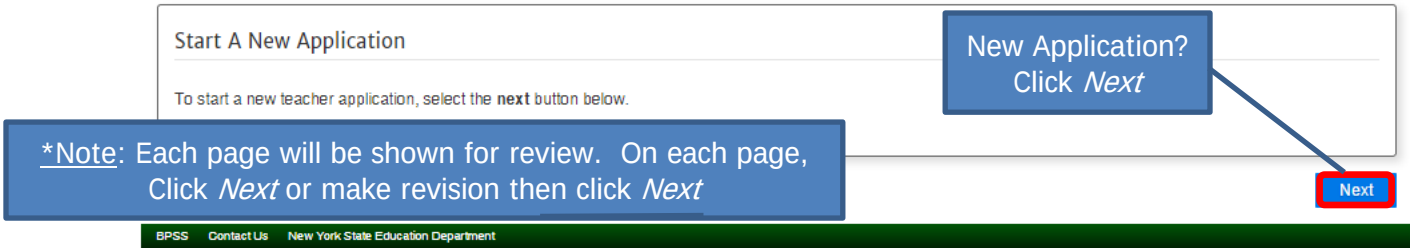

Bureau of Proprietary School Supervision
Home
Search BPSS
Logout
Contact BPSS Support
Account Created
Your account has been successfully created. You will be recieving an email with a link to verify your email address.
Click Continue
Continue
BPSS
Contact Us
New York State Education Department

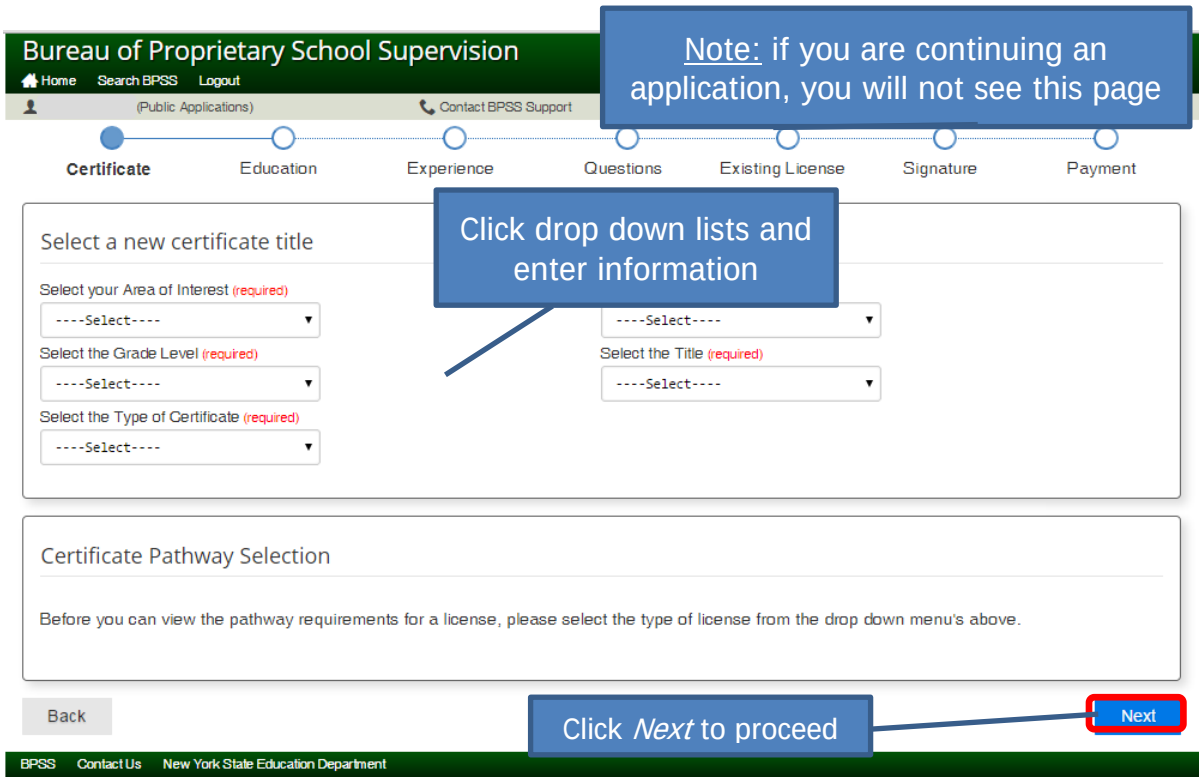
My.NY.gov Currrent Account Holders:



For My.NY.gov Business accounts if you don't have this entitlement, email BPSS at bpss@mail.nysed.gov with your My.NY.gov user id requesting access.


Bureau of Proprietary School Supervision
Home
Search BPSS
Logout
(PUBLIC, Teacher)
Contact BPSS Support
Teacher Application Overview
During the teacher application process, you will be asked for the following information:
Certification Information
Education History
Work Experience and Additional Information
Moral Character Questions
If you have started an application, click Continue *
Show 10 entries
Search:
Applications In Progress
Certification Name
Certificate Type
Status
Application Start Date
Action
Alexander Technique
Permit
Not Ready For Review
08/11/2014
Continue
Medical Billing & Coding
Full license
Not Ready For Review
07/24/2014
Continue
Showing 1 to 2 of 2
Previous
Next
Show 10 entries
Search:
Completed Applications
Certification Name
Certificate Type
Status
Application Start Date
Application Submit Date
No data available in table
Showing 0 to 0 of 0 entries
Previous
Next


Start A New Application
To start a new teacher application, select the next button below.
New Application? Click Next
*Note: Each page will be shown for review. On each page, Click Next or make revision then click Next
Next
BPSS
Contact Us
New York State Education Department


Bureau of Proprietary School Supervision
Home
Search BPSS
Logout
(Public Applications)
Contact BPSS Support
Note: if you are continuing an application, you will not see this page
Certificate
Education
Experience
Questions
Existing License
Signature
Payment
Select a new certificate title
Click drop down lists and enter information
Select your Area of Interest (required)
----Select----
Select the Grade Level (required)
----Select----
Select the Type of Certificate (required)
----Select----
----Select----
Select the Title (required)
----Select----
Certificate Pathway Selection
Before you can view the pathway requirements for a license, please select the type of license from the drop down menu's above.
Back
Click Next to proceed
Next
BPSS
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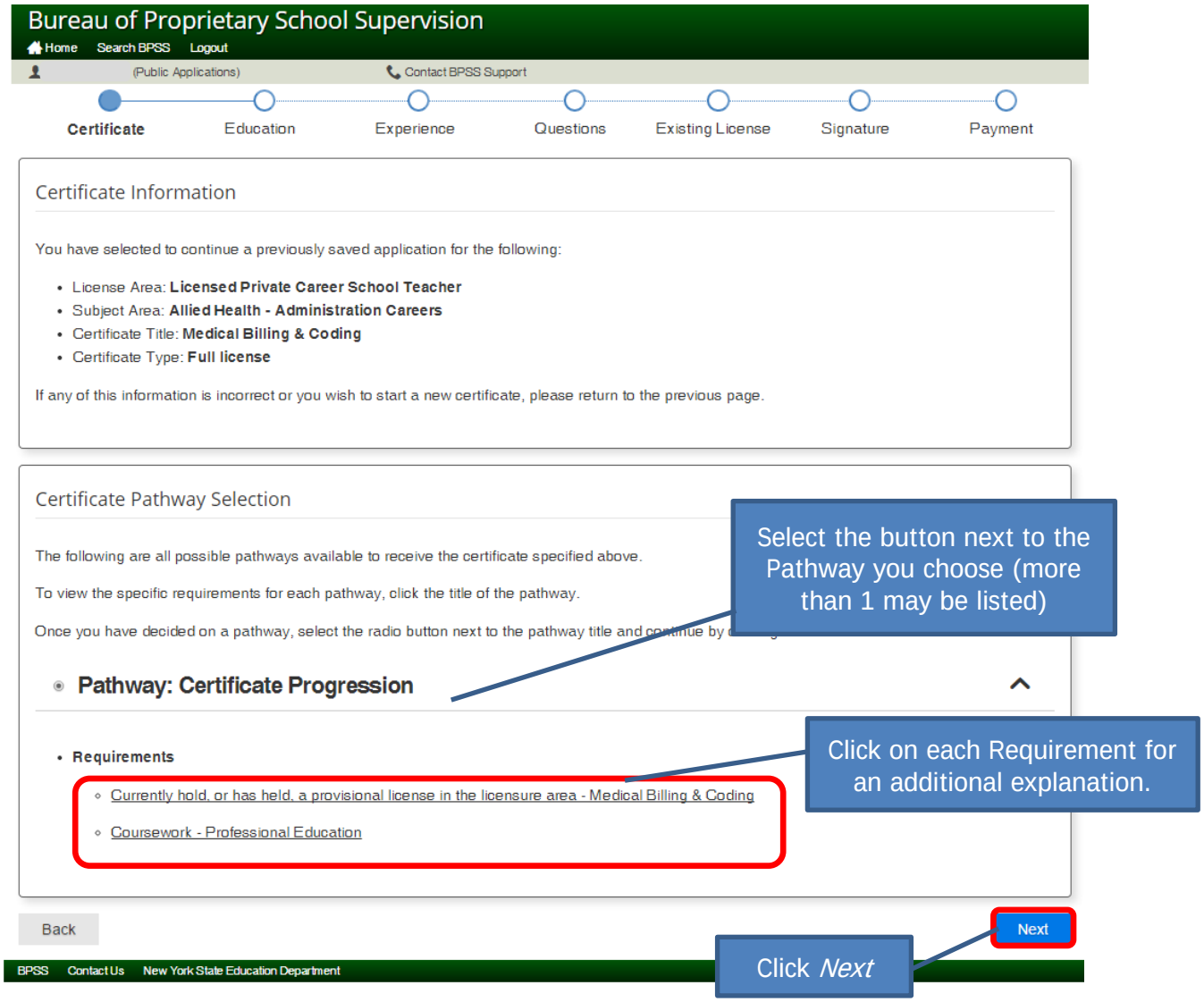
New York State Education Department


Bureau of Proprietary School Supervision
Home
Search BPSS
Logout
(Public Applications)
Contact BPSS Support
Certificate
Education
Experience
Questions
Existing License
Signature
Payment
Certificate Information
You have selected to continue a previously saved application for the following:
License Area: Licensed Private Career School Teacher
Subject Area: Allied Health - Administration Careers
Certificate Title: Medical Billing & Coding
Certificate Type: Full license
If any of this information is incorrect or you wish to start a new certificate, please return to the previous page.
Certificate Pathway Selection
The following are all possible pathways available to receive the certificate specified above.
To view the specific requirements for each pathway, click the title of the pathway.
Pathway: Certificate Progression
Requirements
Currently hold, or has held, a provisional license in the licensure area - Medical Billing & Coding
Coursework - Professional Education
Back
Next
BPSS
Contact Us
New York State Education Department
Select the button next to the Pathway you choose (more than 1 may be listed)
Click on each Requirement for an additional explanation.
Click *Next*

Bureau of Proprietary School Supervision

Home Search BPSS Logout

(Public Applications) Contact BPSS Support

Certificate | **Education** | Experience | Questions | Existing License | Signature | Payment

Display 10 records

Educational Details				
Institution	Degree	Major	Country	Action
No Educational Information				

Showing 1 to 1 of 1

Previous Next

Add Education Details Including High School or Equivalency

Country (required): UNITED STATES OF AMERICA

State (required): ----Select----

Degree (required): ----Select----

Enter Education information

Institution: ----Select----

If your Institution is not in the drop down, enter it here

Major: ----Select----

Number of Credits

Degree Received Date

Attended From (required)

Attended To (required)

Click *Add*

Add Clear

Uploaded Educational Files			
File Name	File Type	File Extension	Action
No Files have been uploaded.			

Upload File

(Upload Diploma/Degree/University Transcript or Photocopy of high school diploma/GED)

Choose File: Choose File No file chosen

Please select a pdf, txt, doc, docx, jpg, or png file to upload.

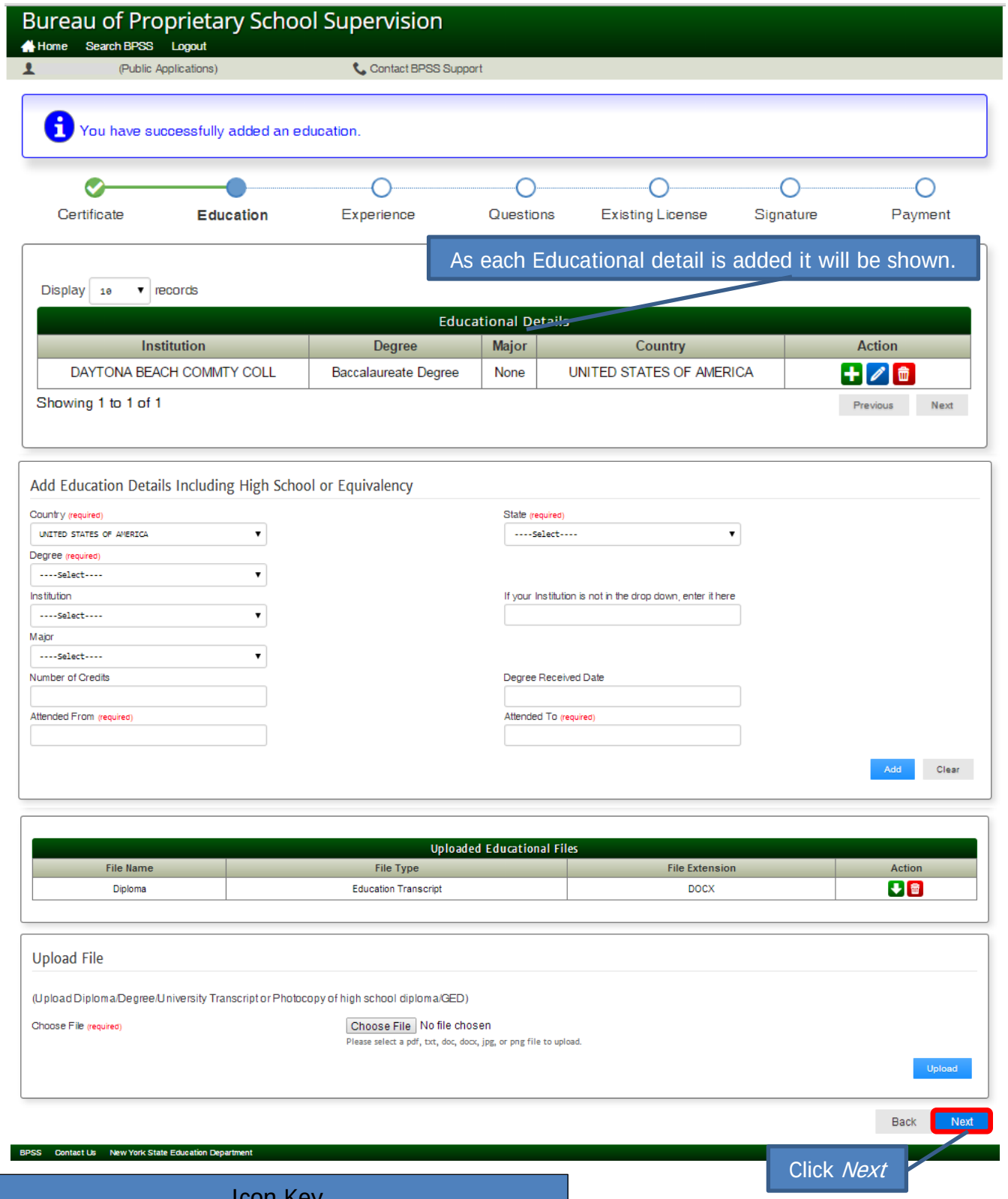
Click *Choose File*
Locate file on computer

Click *Upload*

Upload

Back Next

BPSS Contact Us New York State Education Department



Icon Key

- expand Details
- edit information (after edit is complete, click Save)
- remove document
- download document to your computer

Bureau of Proprietary School Supervision

Home Search BPSS Logout

(Public Applications) Contact BPSS Support

Certificate Education **Experience** Questions Existing License Signature Payment

Experience and Additional Information

Applicants are required to provide proof of experience and licensure, when applicable, as indicated under the applicable pathway. To review those requirements, please refer back to the requirement list by clicking the back button.

To review acceptable forms and documentation of experience, click here.

In the space provided below, please upload the required documentation of experience and valid licenses or certificates, for your requested area.

Display 10 records

Details			
Type	Name	Title	Action
No Experience has been added			

Showing 1 to 1 of 1 Previous Next

Documentation

Enter Experience information

Type (required) ----Select----

Description of form (required)

Title

Start Date (required) (mm/dd/yyyy)

End Date (mm/dd/yyyy)

Description of Duties (if applicable)

Address

Street Address

Street Address 2

City

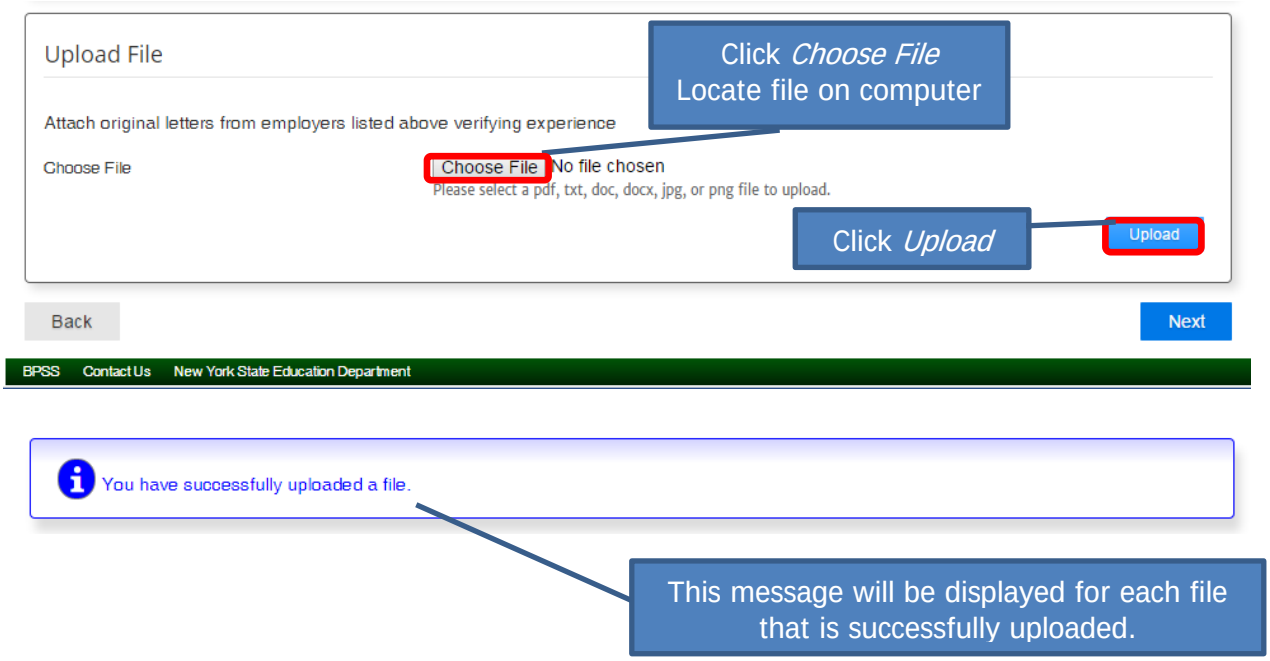
State ----Select----

Zip

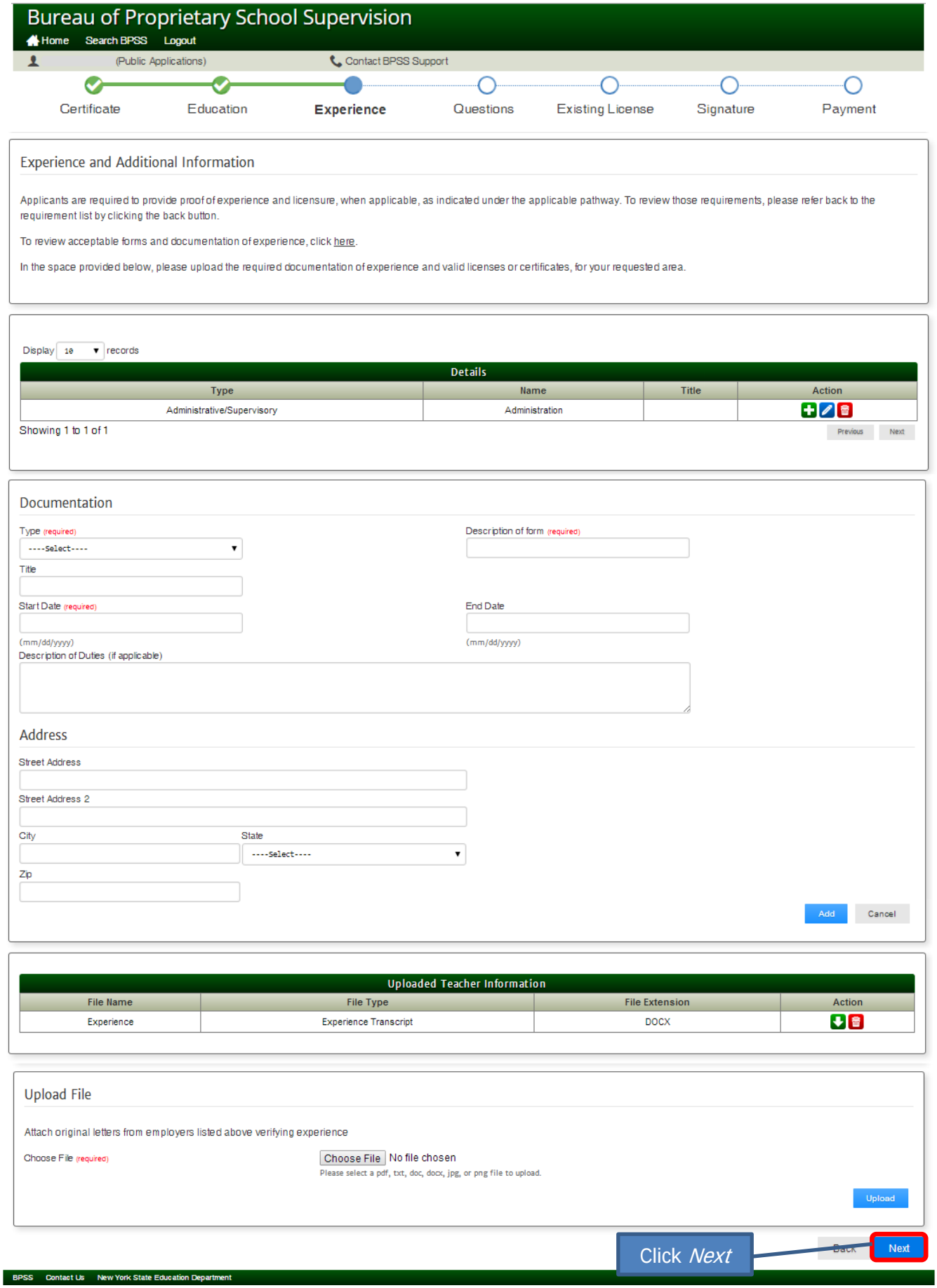
Click *Add*

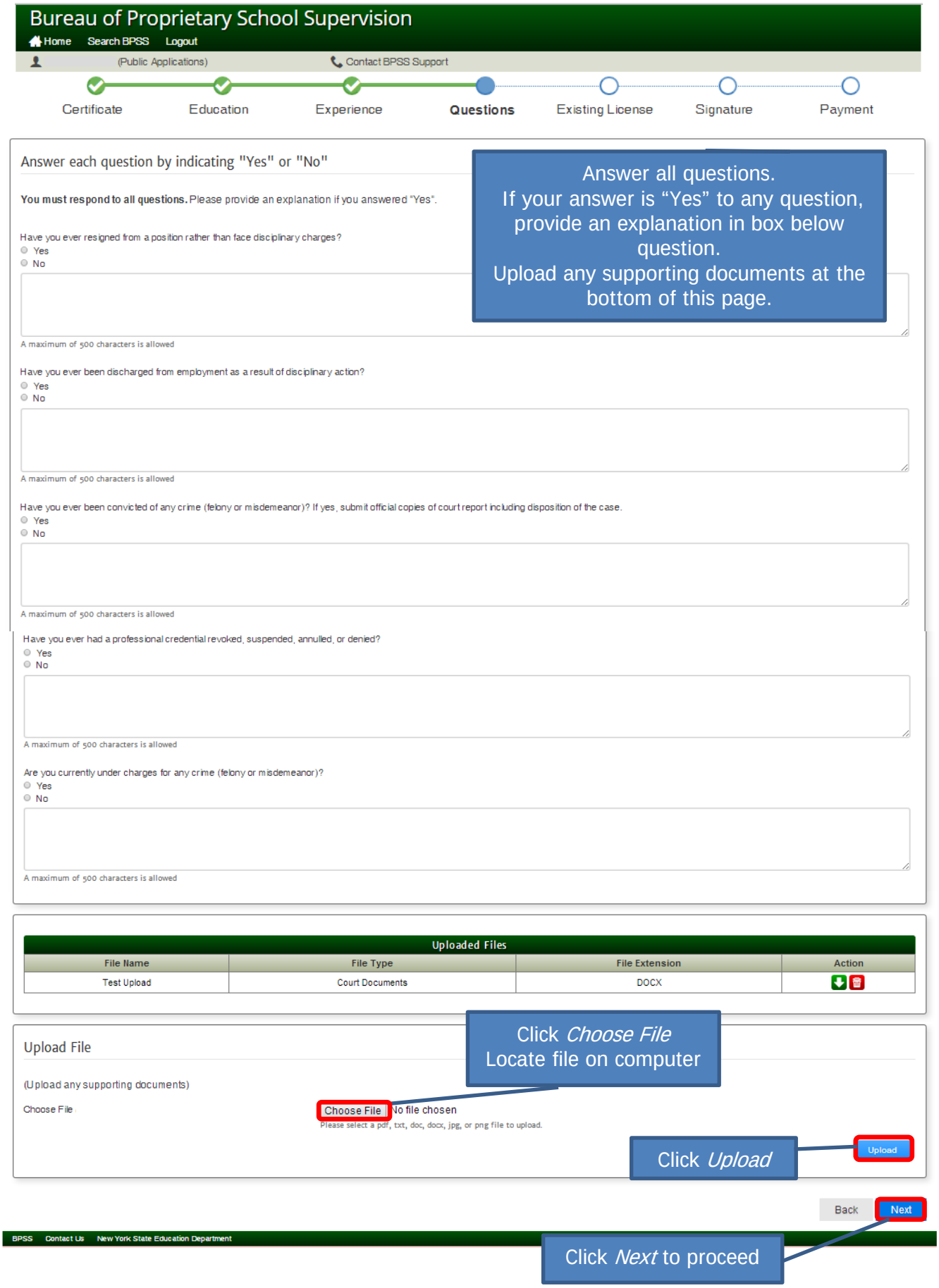
Add Cancel

Uploaded Teacher Information			
File Name	File Type	File Extension	Action
No files have been uploaded.			


Upload File
Click *Choose File*
Locate file on computer
Attach original letters from employers listed above verifying experience
Choose File
Choose File
No file chosen
Please select a pdf, txt, doc, docx, jpg, or png file to upload.
Click *Upload*
Upload
Back
Next
BPSS
Contact Us
New York State Education Department

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


Bureau of Proprietary School Supervision
Home
Search BPSS
Logout
(Public Applications)
Contact BPSS Support
Certificate
Education
Experience
Questions
Existing License
Signature
Payment
Experience and Additional Information
Applicants are required to provide proof of experience and licensure, when applicable, as indicated under the applicable pathway. To review those requirements, please refer back to the requirement list by clicking the back button.
To review acceptable forms and documentation of experience, click here.
In the space provided below, please upload the required documentation of experience and valid licenses or certificates, for your requested area.
Display 10 records
Details
Type
Name
Title
Action
Administrative/Supervisory
Administration
Showing 1 to 1 of 1
Previous
Next
Documentation
Type (required)
----Select----
Description of form (required)
Title
Start Date (required)
(mm/dd/yyyy)
End Date
(mm/dd/yyyy)
Description of Duties (if applicable)
Address
Street Address
Street Address 2
City
State
----Select----
Zip
Add
Cancel
Uploaded Teacher Information
File Name
File Type
File Extension
Action
Experience
Experience Transcript
DOCX
Upload File
Attach original letters from employers listed above verifying experience
Choose File (required)
Choose File No file chosen
Please select a pdf, txt, doc, docx, jpg, or png file to upload.
Upload
Click Next
Back
Next
BPSS
Contact Us
New York State Education Department


Bureau of Proprietary School Supervision
Home
Search BPSS
Logout
(Public Applications)
Contact BPSS Support
Certificate
Education
Experience
Questions
Existing License
Signature
Payment
Answer each question by indicating "Yes" or "No"
You must respond to all questions. Please provide an explanation if you answered "Yes".
Answer all questions.
If your answer is "Yes" to any question, provide an explanation in box below question.
Upload any supporting documents at the bottom of this page.
Have you ever resigned from a position rather than face disciplinary charges?
Yes
No
A maximum of 500 characters is allowed
Have you ever been discharged from employment as a result of disciplinary action?
Yes
No
A maximum of 500 characters is allowed
Have you ever been convicted of any crime (felony or misdemeanor)? If yes, submit official copies of court report including disposition of the case.
Yes
No
A maximum of 500 characters is allowed
Have you ever had a professional credential revoked, suspended, annulled, or denied?
Yes
No
A maximum of 500 characters is allowed
Are you currently under charges for any crime (felony or misdemeanor)?
Yes
No
A maximum of 500 characters is allowed
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File Name
File Type
File Extension
Action
Test Upload
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Upload File
(Upload any supporting documents)
Choose File
Choose File
No file chosen
Please select a pdf, txt, doc, docx, jpg, or png file to upload.
Click Choose File
Locate file on computer
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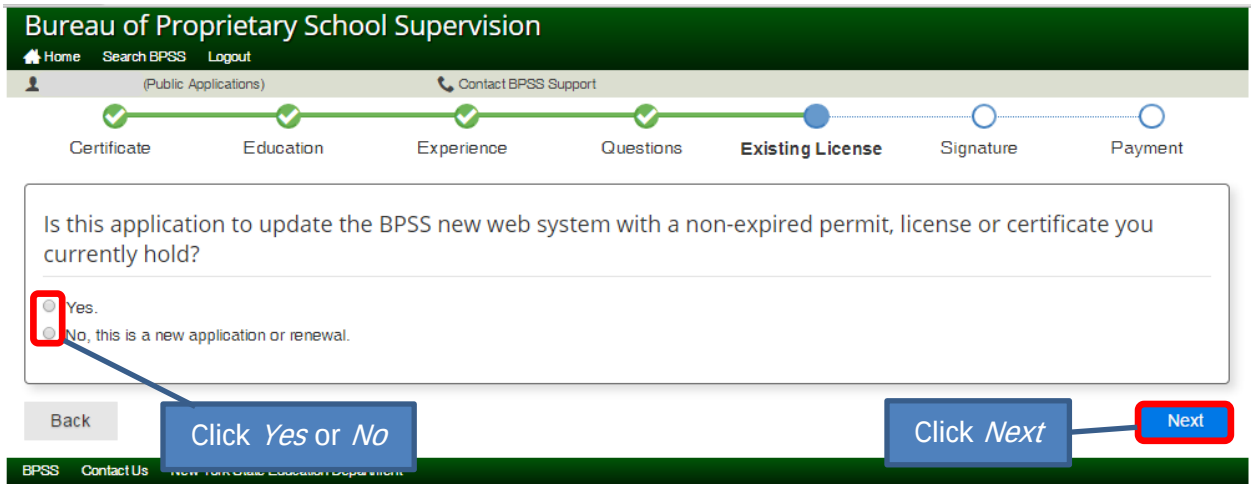
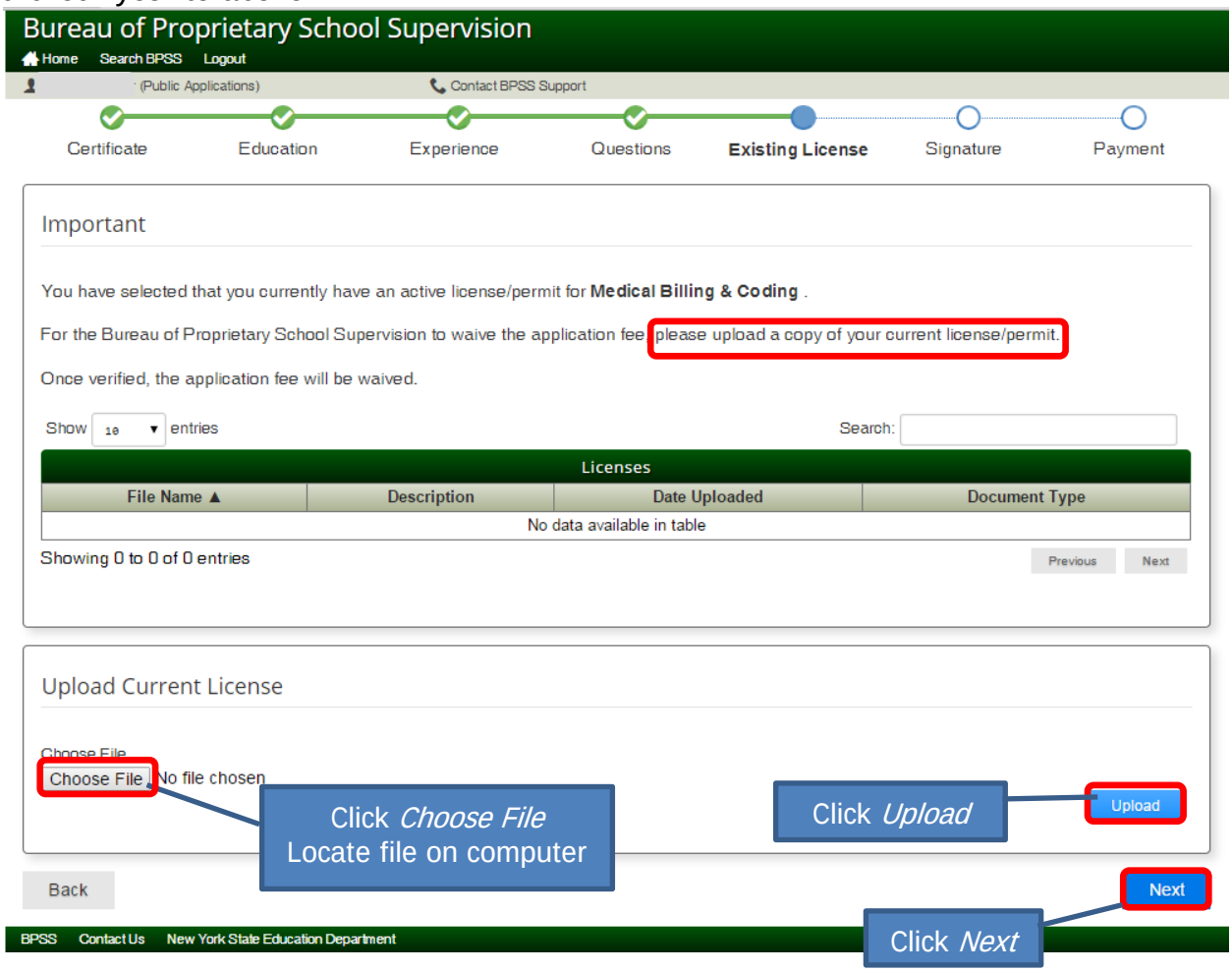
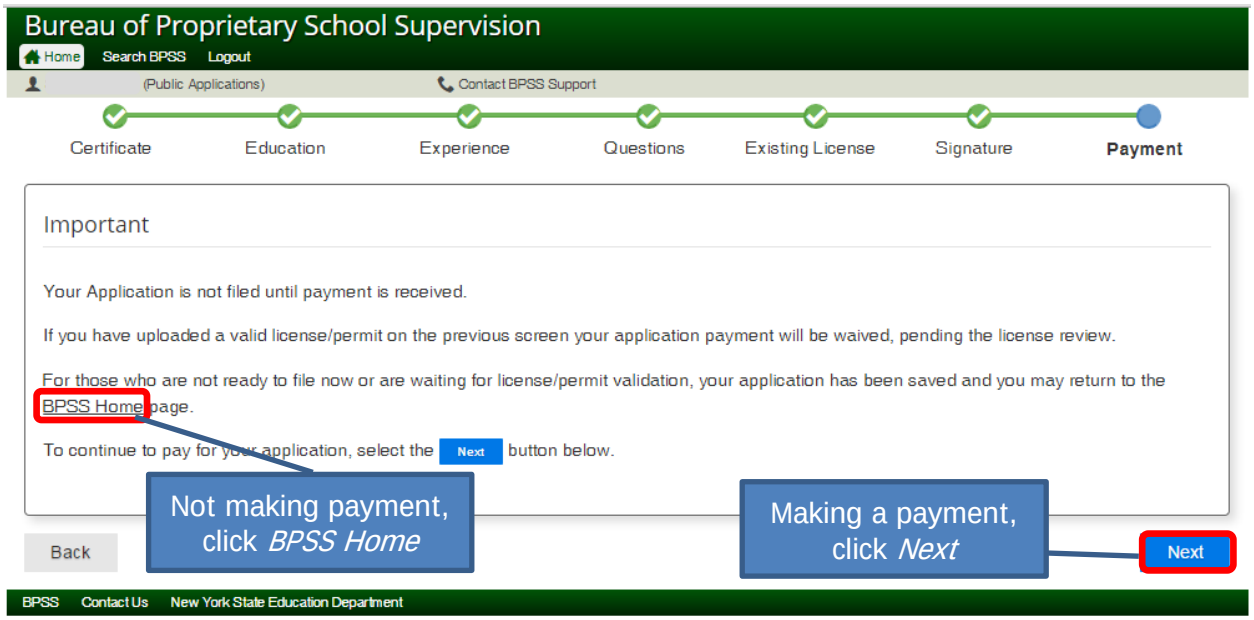


If you clicked "yes" to above:

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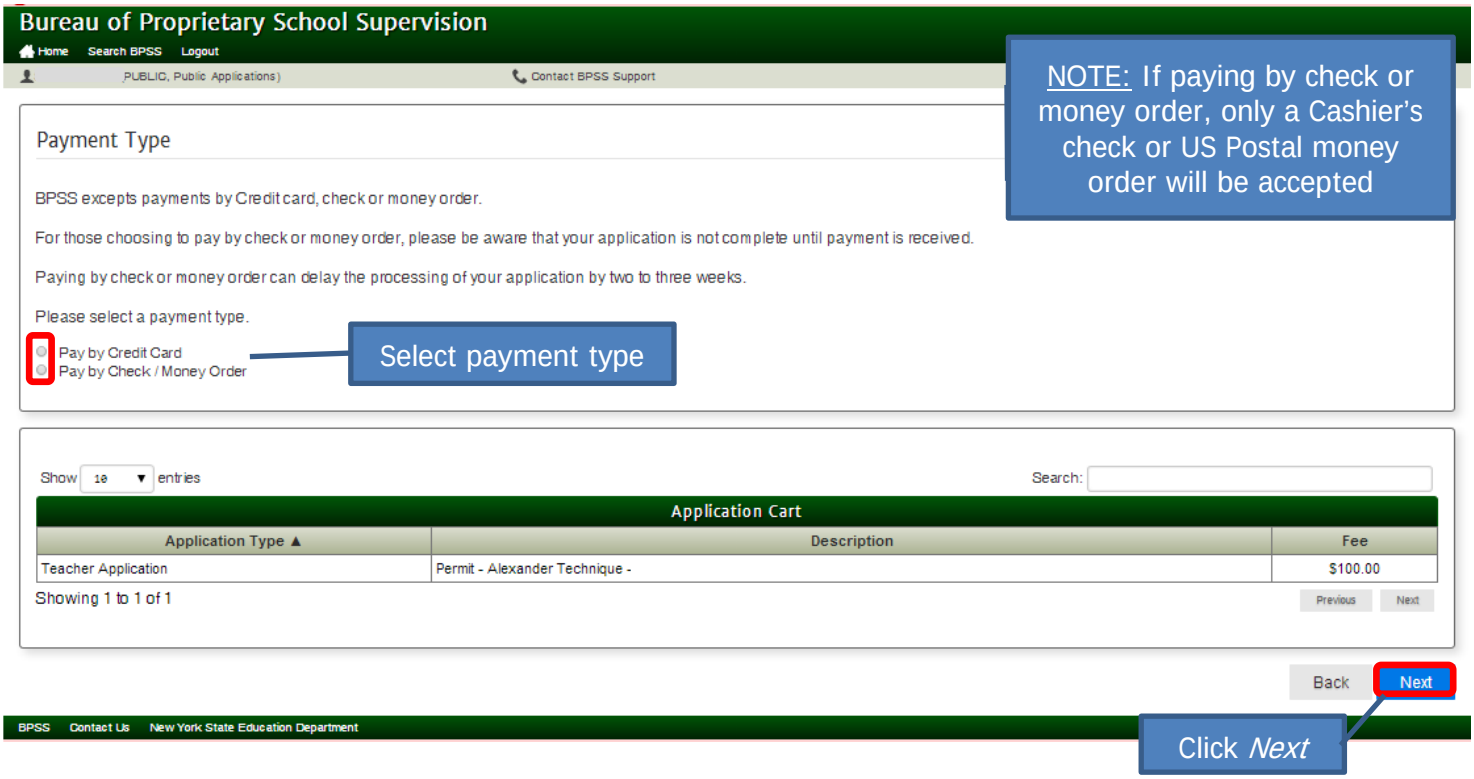
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BPSS excepts payments by Credit card, check or money order.
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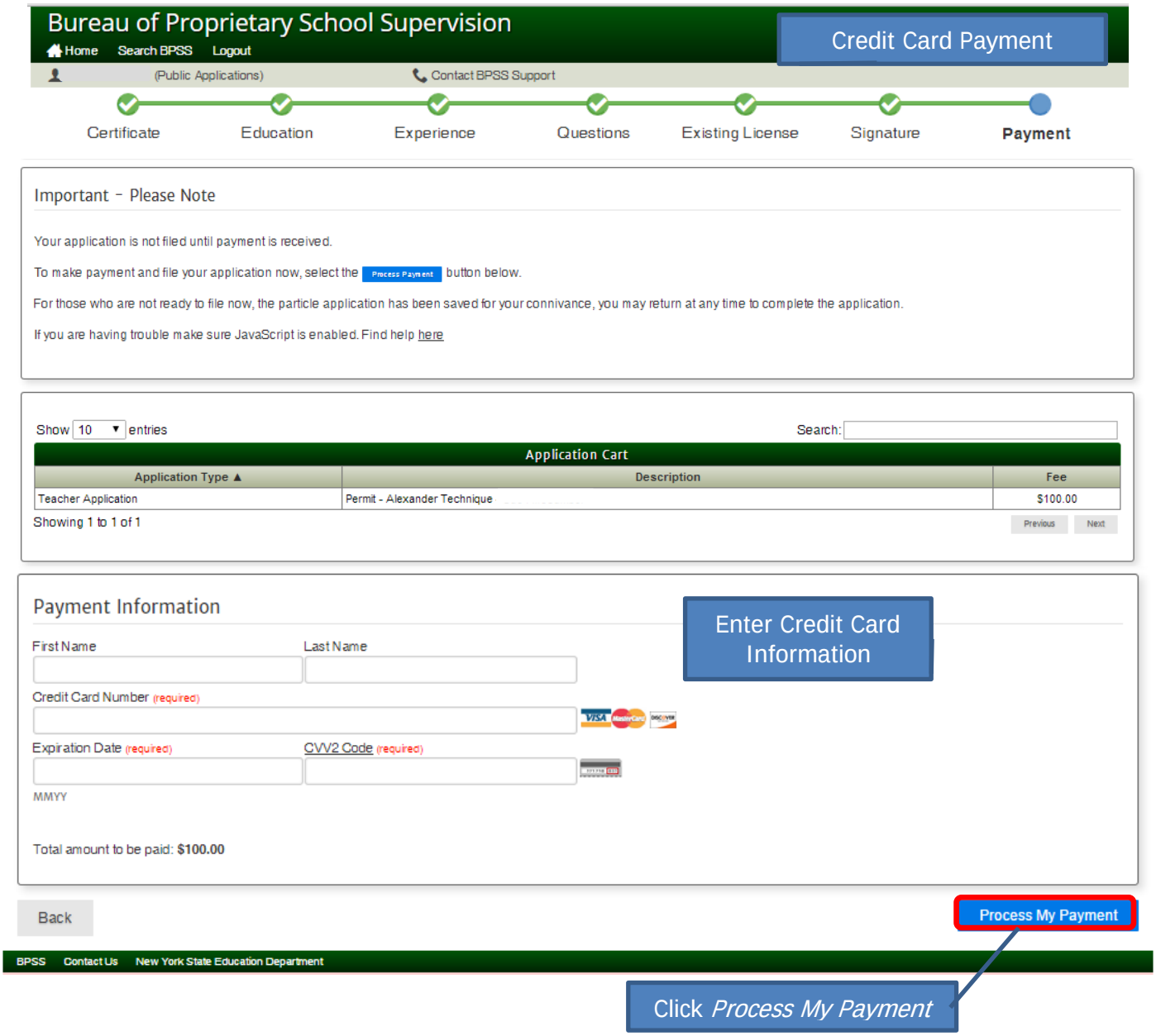
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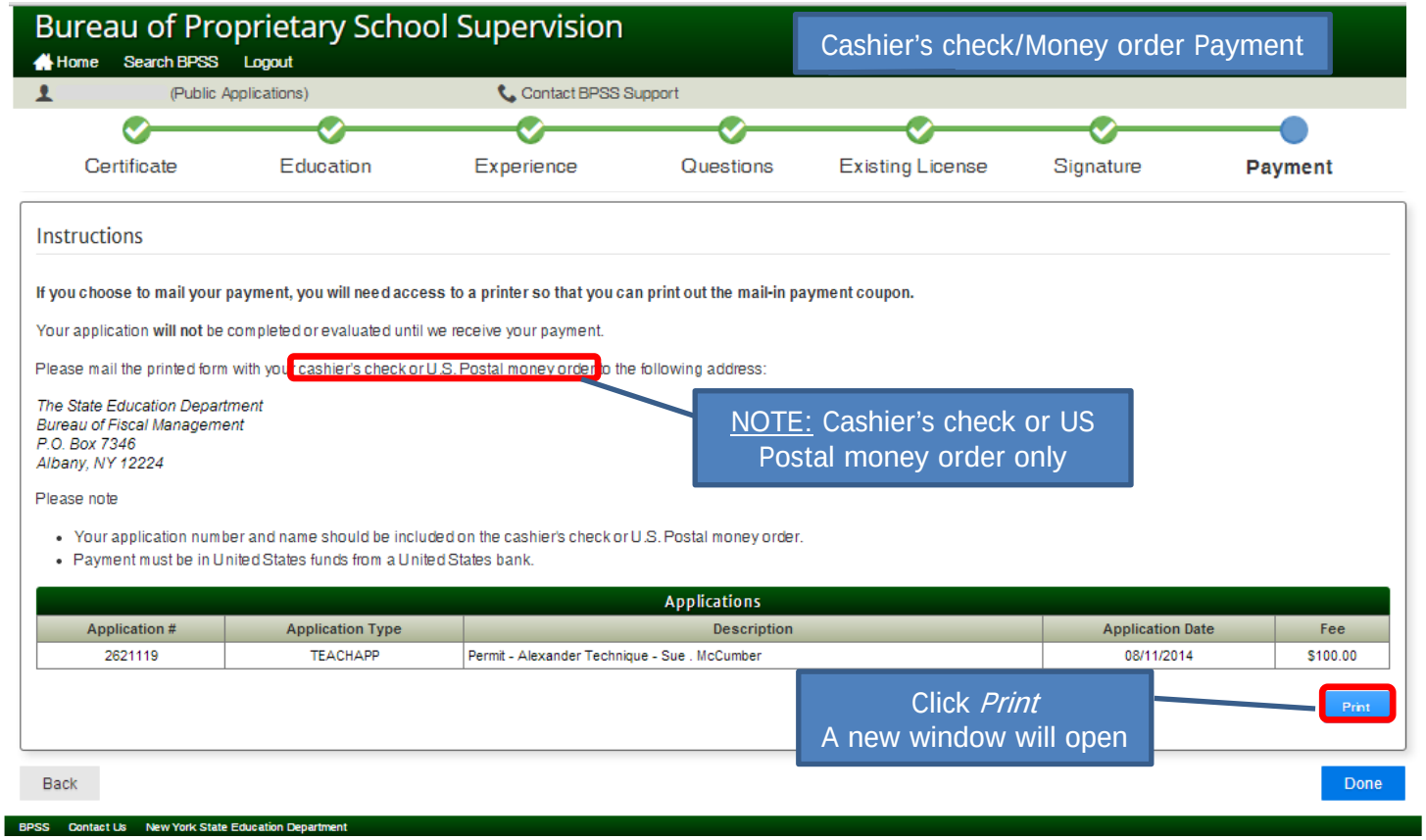

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Client ID: 13543541407813036119
Amount Due: $ 100.00
Description: Teacher Application

Application Type: TEACHAPP
Application Date: 08/11/2014
Amount Enclosed: $_____

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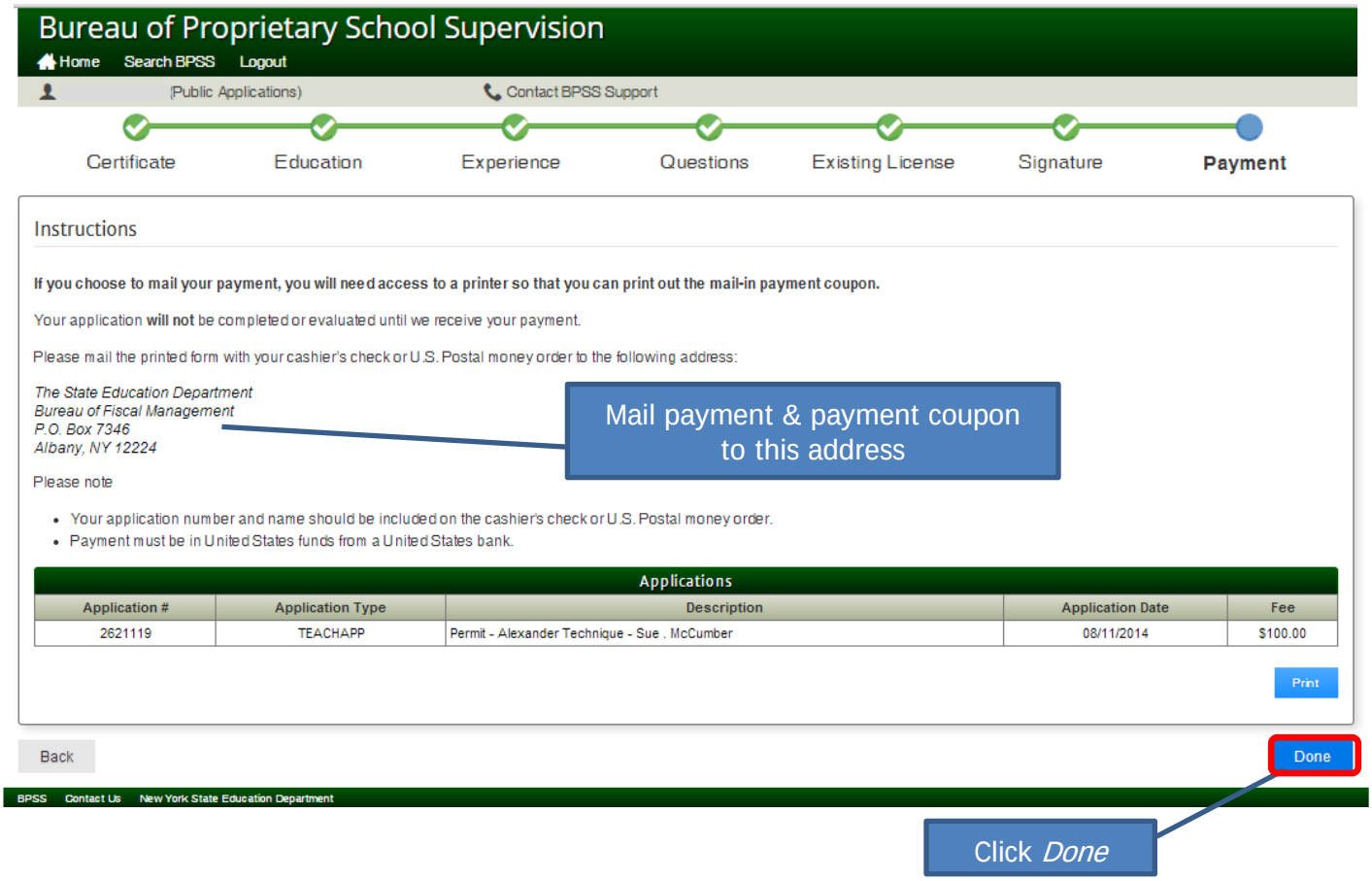
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Permit - Alexander Technique - Sue . McCumber
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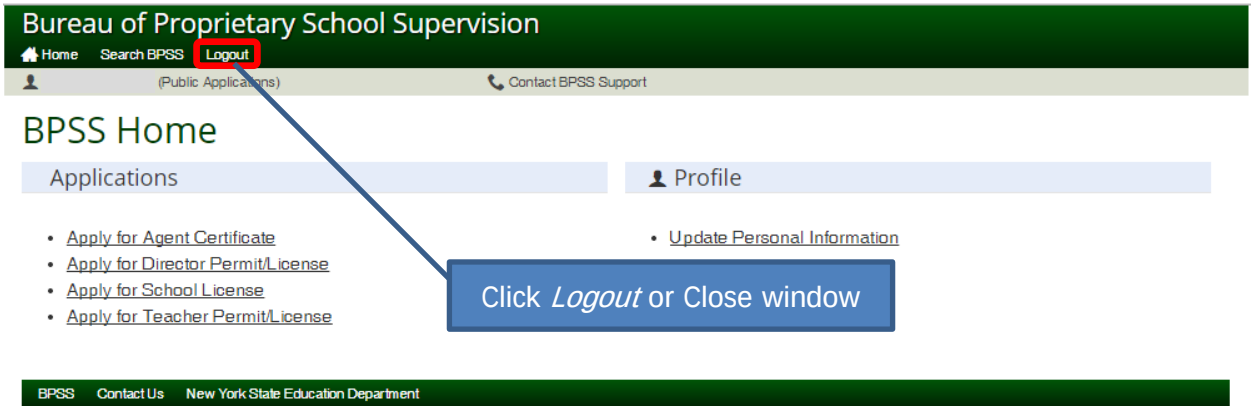
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