School License Renewal Application:

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Agency Assistance & Contact Information

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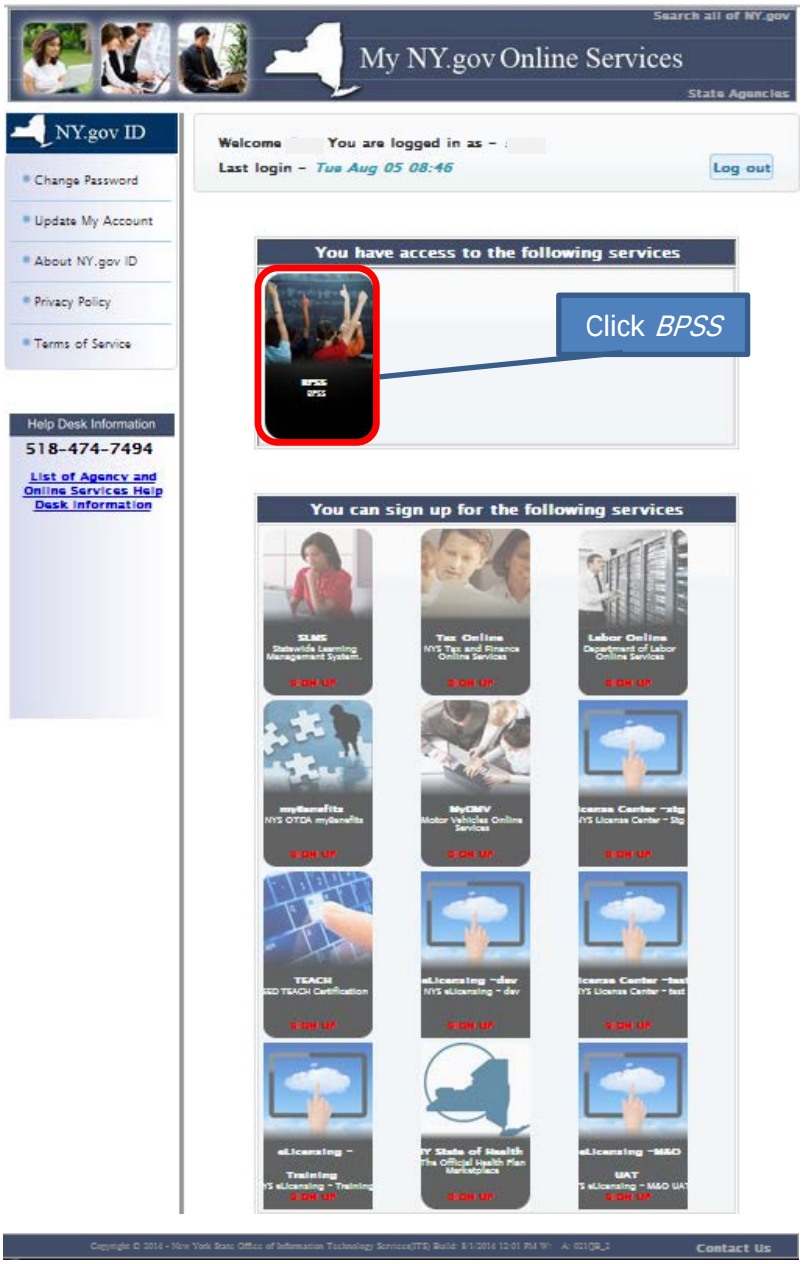
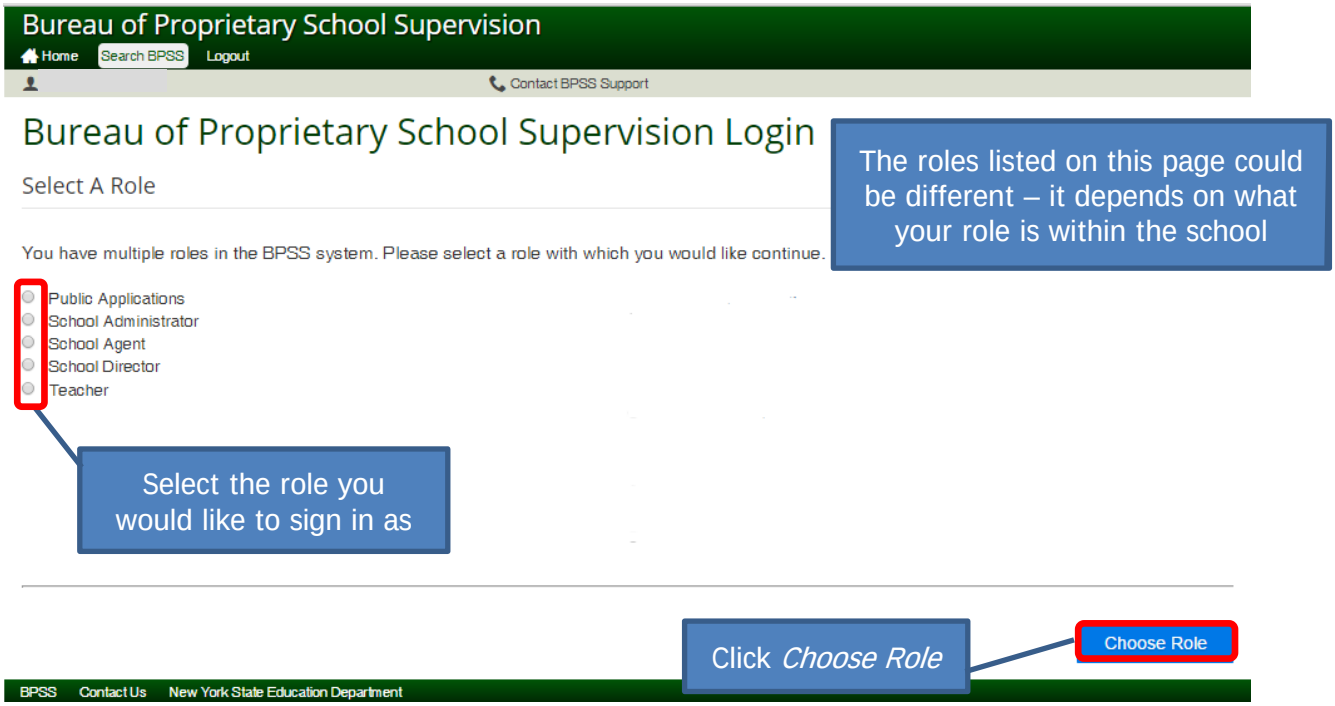

Search all of NY.gov
My NY.gov Online Services
State Agencies
NY.gov ID
Change Password
Update My Account
About NY.gov ID
Privacy Policy
Terms of Service
Help Desk Information
518-474-7494
List of Agency and Online Services Help Desk Information
Welcome
You are logged in as –
Last login – Tue Aug 05 08:46
Log out
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
TEACH
NYSED TEACH Certification
eLicensing –dev
NYS eLicensing – dev
eLicensing –
Training
eLicensing –M&O
UAT
Contact Us

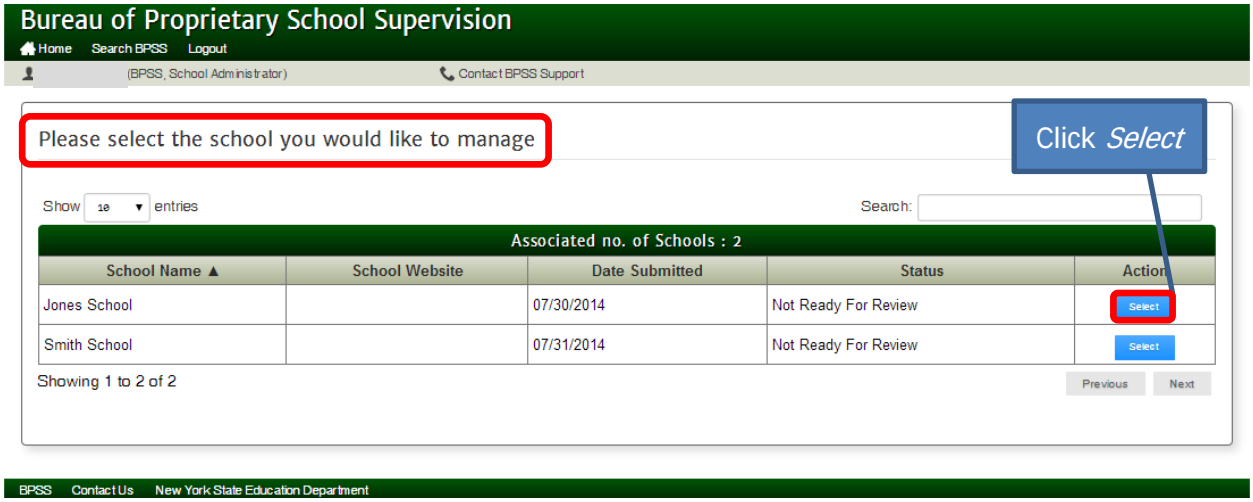
You may not see this page if you only have 1 role



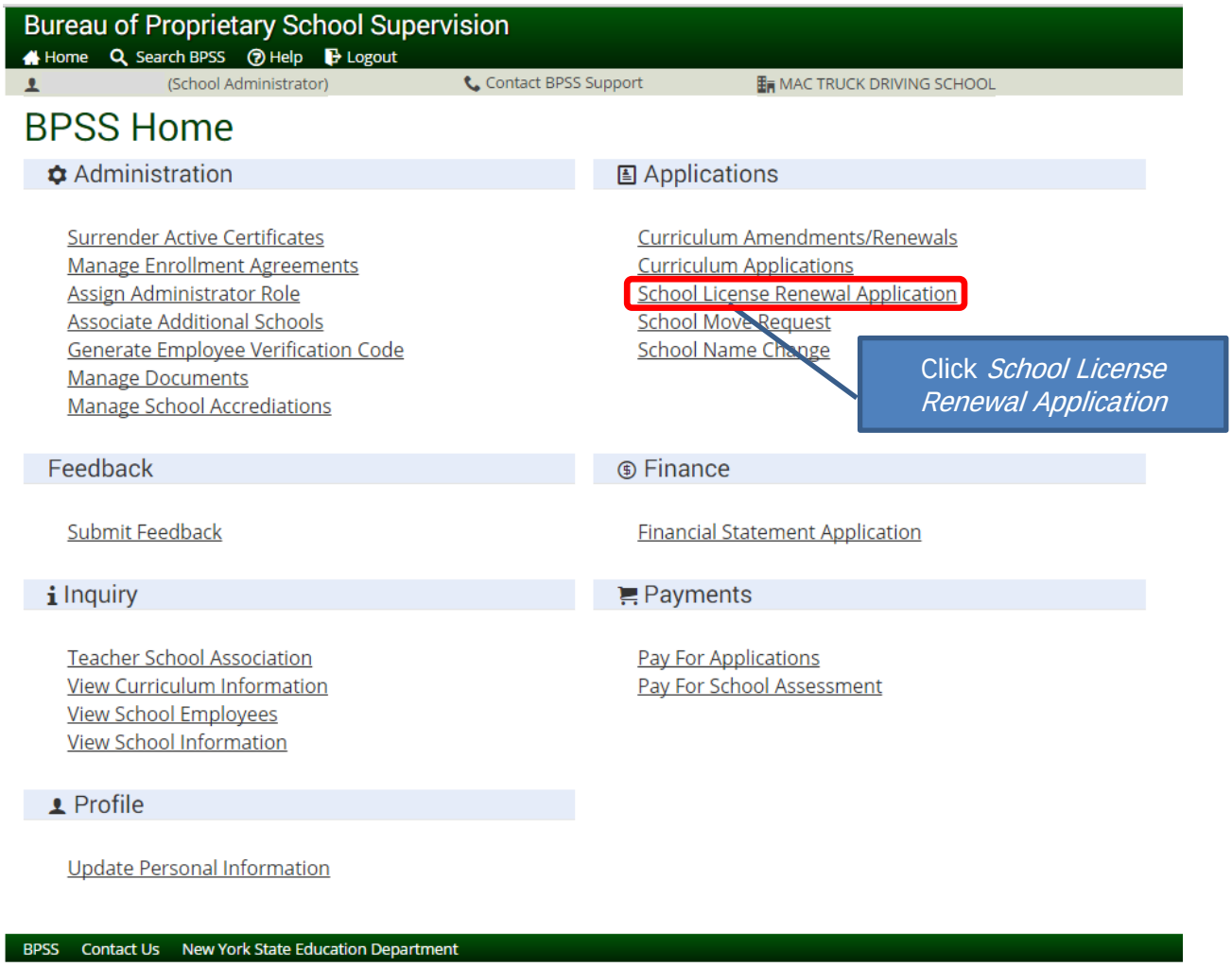
The roles listed on this page could be different – it depends on what your role is within the school

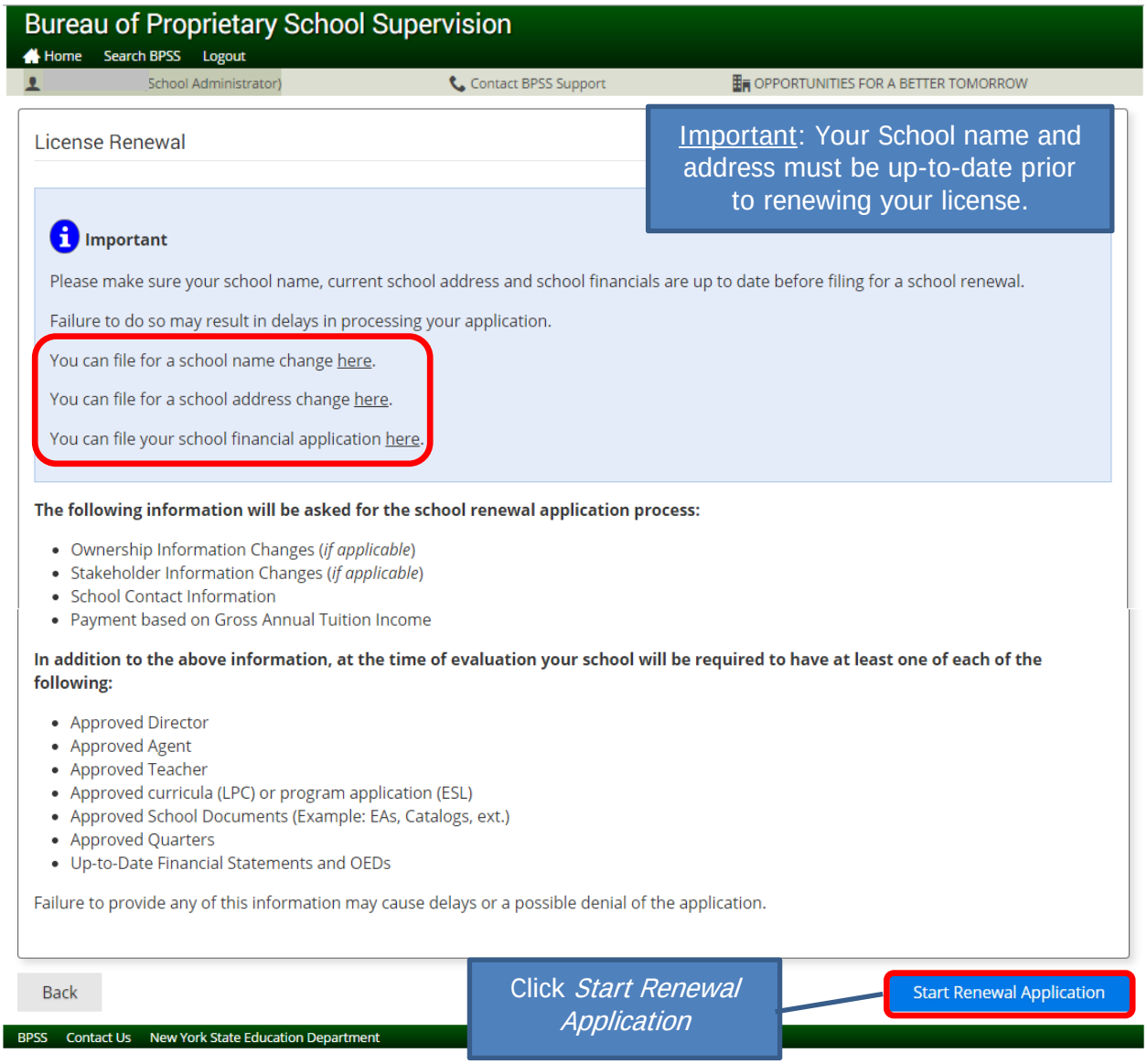
Select the role you would like to sign in as

Click *Choose Role*



Click *Select*


Bureau of Proprietary School Supervision
Home
Search BPSS
Help
Logout
(School Administrator)
Contact BPSS Support
MAC TRUCK DRIVING SCHOOL
BPSS Home
Administration
Surrender Active Certificates
Manage Enrollment Agreements
Assign Administrator Role
Associate Additional Schools
Generate Employee Verification Code
Manage Documents
Manage School Accrediations
Applications
Curriculum Amendments/Renewals
Curriculum Applications
School License Renewal Application
School Move Request
School Name Change
Click School License Renewal Application
Feedback
Submit Feedback
Finance
Financial Statement Application
Inquiry
Teacher School Association
View Curriculum Information
View School Employees
View School Information
Payments
Pay For Applications
Pay For School Assessment
Profile
Update Personal Information
BPSS
Contact Us
New York State Education Department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Home
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Logout
School Administrator)
Contact BPSS Support
OPPORTUNITIES FOR A BETTER TOMORROW
License Renewal
Important: Your School name and address must be up-to-date prior to renewing your license.
Important
Please make sure your school name, current school address and school financials are up to date before filing for a school renewal.
Failure to do so may result in delays in processing your application.
You can file for a school name change here.
You can file for a school address change here.
You can file your school financial application here.
The following information will be asked for the school renewal application process:
Ownership Information Changes (if applicable)
Stakeholder Information Changes (if applicable)
School Contact Information
Payment based on Gross Annual Tuition Income
In addition to the above information, at the time of evaluation your school will be required to have at least one of each of the following:
Approved Director
Approved Agent
Approved Teacher
Approved curricula (LPC) or program application (ESL)
Approved School Documents (Example: EAs, Catalogs, ext.)
Approved Quarters
Up-to-Date Financial Statements and OEDs
Failure to provide any of this information may cause delays or a possible denial of the application.
Back
Click Start Renewal Application
Start Renewal Application
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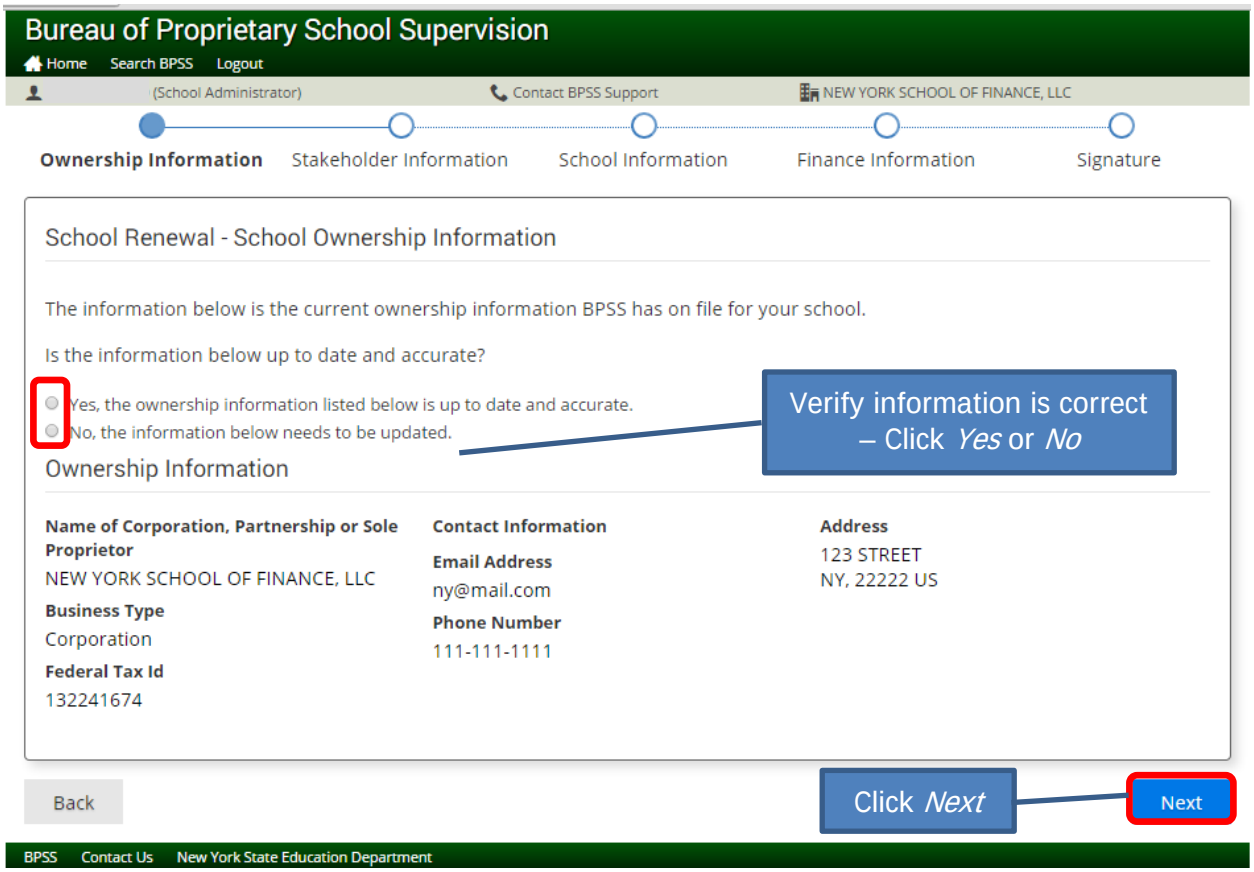
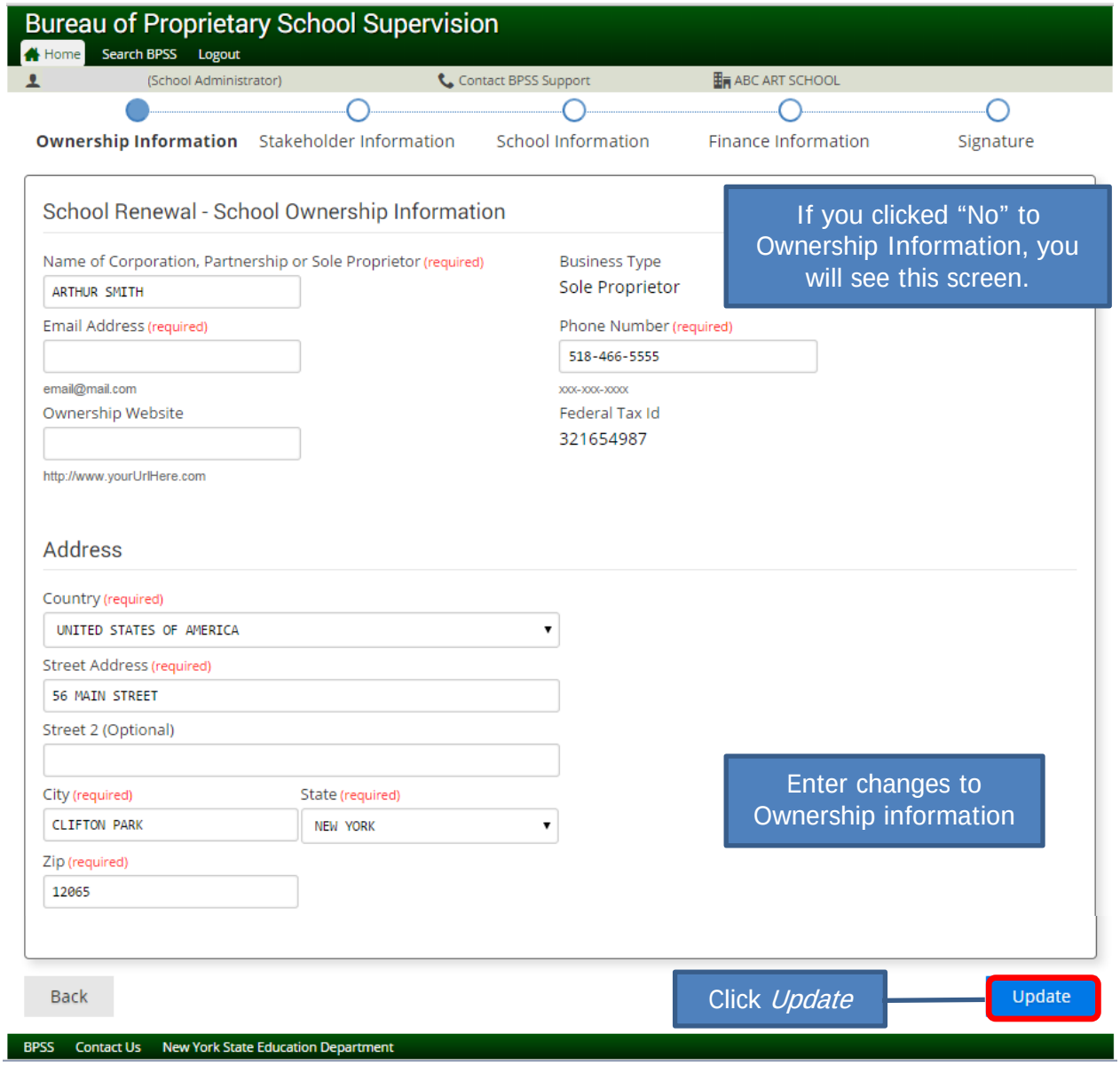


If you clicked "Yes" Ownership Information is accurate, go to Page 8.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Search BPSS
Logout
(School Administrator)
Contact BPSS Support
ABC ART SCHOOL
Ownership Information
Stakeholder Information
School Information
Finance Information
Signature
School Renewal - School Ownership Information
If you clicked “No” to Ownership Information, you will see this screen.
Name of Corporation, Partnership or Sole Proprietor (required)
ARTHUR SMITH
Business Type
Sole Proprietor
Email Address (required)
email@mail.com
Phone Number (required)
518-466-5555
xxx-xxx-xxxx
Ownership Website
http://www.yourUrlHere.com
Federal Tax Id
321654987
Address
Country (required)
UNITED STATES OF AMERICA
Street Address (required)
56 MAIN STREET
Street 2 (Optional)
City (required)
CLIFTON PARK
State (required)
NEW YORK
Zip (required)
12065
Enter changes to Ownership information
Back
Click Update
Update
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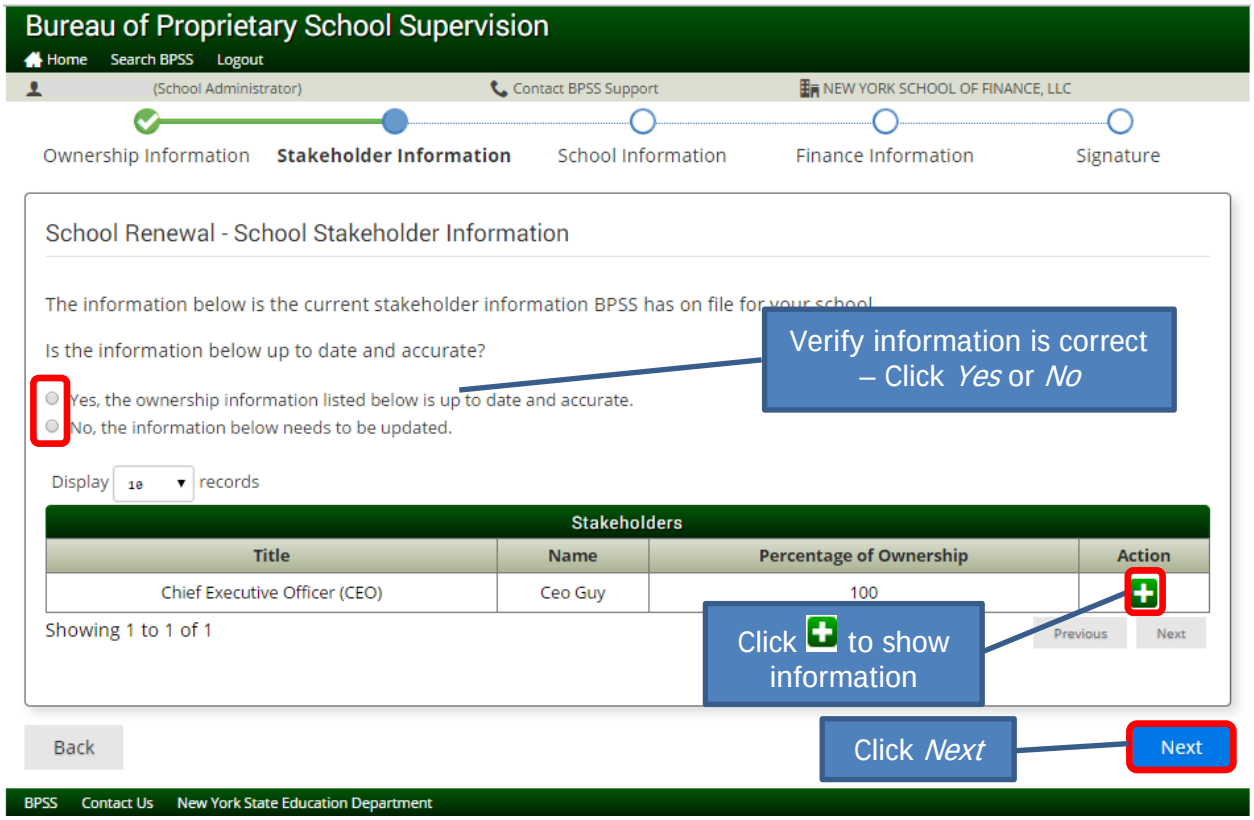
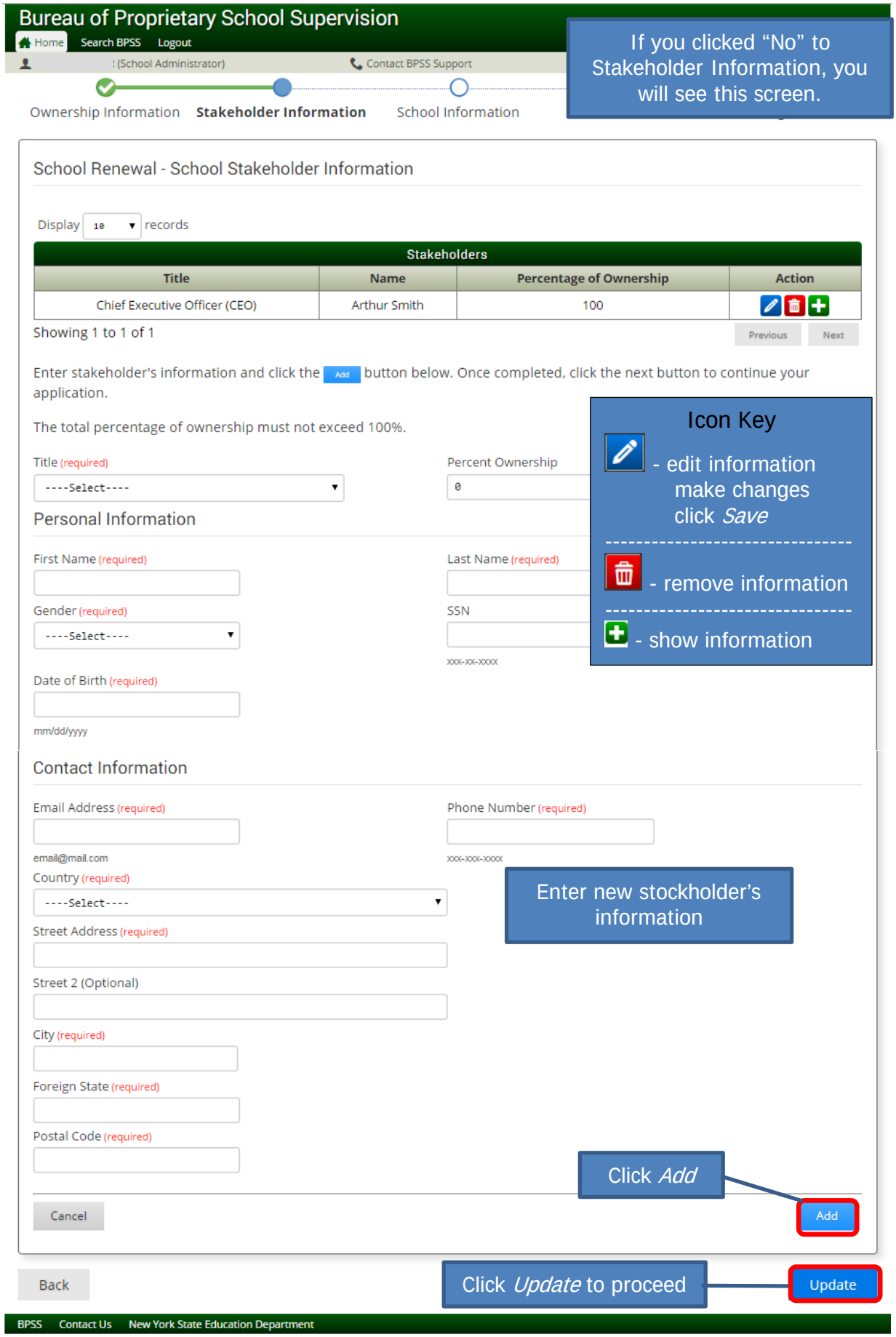


If you clicked "Yes" Stakeholder Information is accurate, go to Page 10.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(School Administrator)
Contact BPSS Support
Ownership Information
Stakeholder Information
School Information
If you clicked "No" to Stakeholder Information, you will see this screen.
School Renewal - School Stakeholder Information
Display 10 records
Stakeholders
Title
Name
Percentage of Ownership
Action
Chief Executive Officer (CEO)
Arthur Smith
100
Showing 1 to 1 of 1
Previous
Next
Enter stakeholder's information and click the Add button below. Once completed, click the next button to continue your application.
The total percentage of ownership must not exceed 100%.
Icon Key
- edit information make changes click Save
- remove information
- show information
Title (required)
----Select----
Percent Ownership
0
Personal Information
First Name (required)
Last Name (required)
Gender (required)
----Select----
SSN
xxx-xx-xxxx
Date of Birth (required)
mm/dd/yyyy
Contact Information
Email Address (required)
email@mail.com
Phone Number (required)
xxx-xxx-xxxx
Country (required)
----Select----
Enter new stockholder's information
Street Address (required)
Street 2 (Optional)
City (required)
Foreign State (required)
Postal Code (required)
Click Add
Cancel
Add
Back
Click Update to proceed
Update
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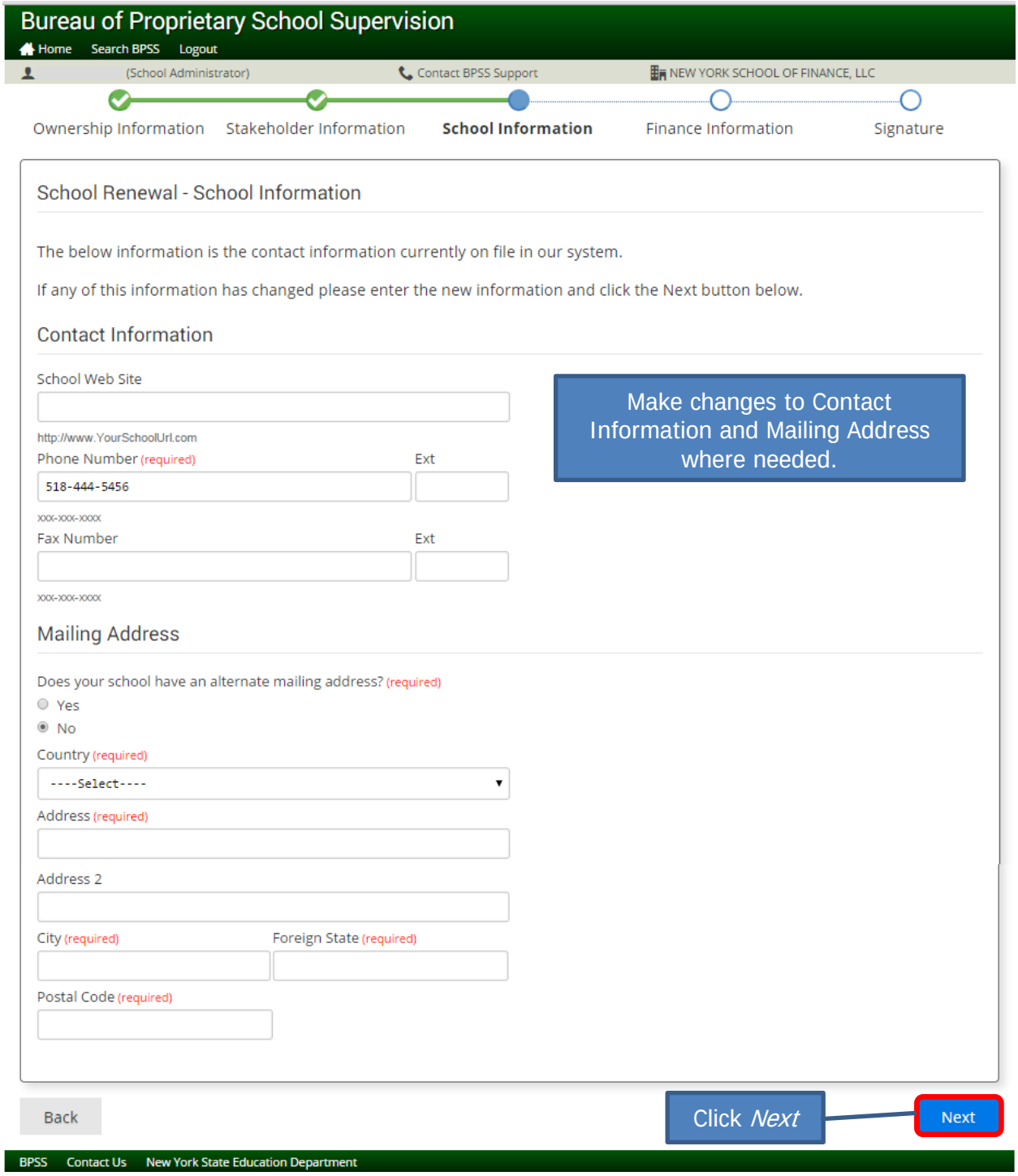
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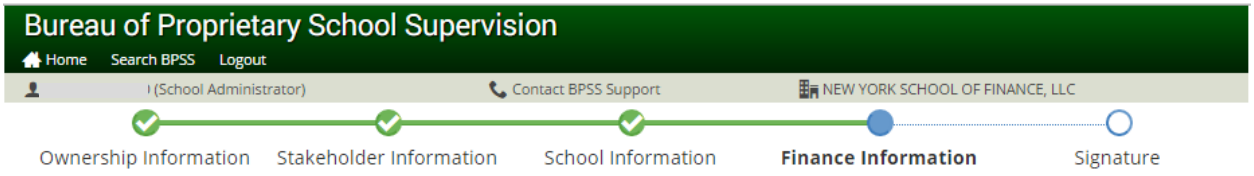
(School Administrator)
Contact BPSS Support
NEW YORK SCHOOL OF FINANCE, LLC
Ownership Information
Stakeholder Information
School Information
Finance Information
Signature
School Renewal - School Information
The below information is the contact information currently on file in our system.
If any of this information has changed please enter the new information and click the Next button below.
Contact Information
School Web Site
http://www.YourSchoolUrl.com
Phone Number (required)
Ext
518-444-5456
xxx-xxx-xxxx
Fax Number
Ext
xxx-xxx-xxxx
Mailing Address
Does your school have an alternate mailing address? (required)
Yes
No
Country (required)
----Select----
Address (required)
Address 2
City (required)
Foreign State (required)
Postal Code (required)
Make changes to Contact Information and Mailing Address where needed.
Back
Click Next
Next
BPSS
Contact Us
New York State Education Department



Finance Information

In order to process your school renewal application, we will require an up to date copy of your school's finance records.

The school will be required to pay a fee, based on your annual tuition income, after the renewal application evaluation.

Gross Annual Tuition Income	Fee
$0 - $199,999	$750.00
$200,000 - $499,999	$1500.00
$500,000 - $999,999	$2225.00
$1,000,000 - $4,999,999	$4500.00
$5,000,000 - $9,999,999	$9000.00
$10,000,000 or above	$18000.00

In addition to gross annual tuition income fees, your school may also be charged for outstanding bills which can include:

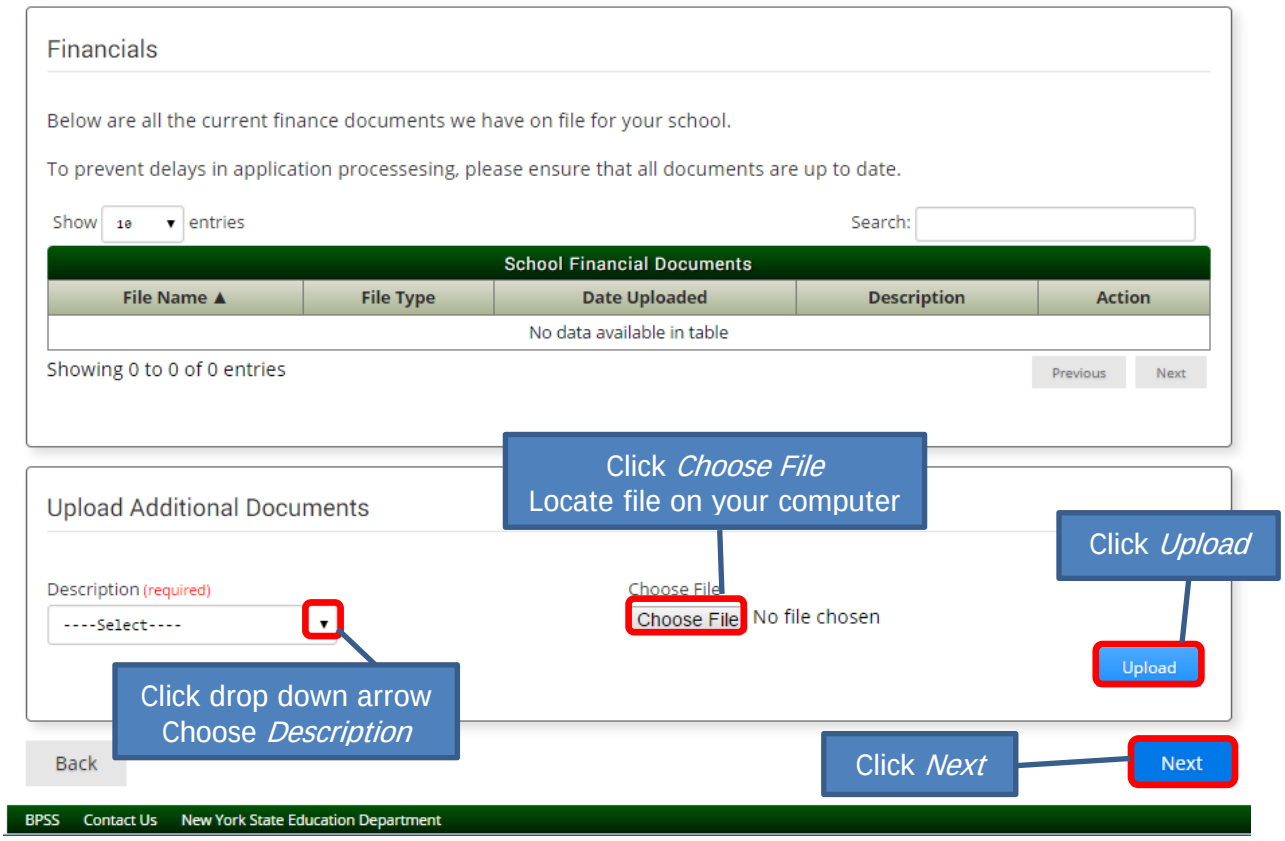
- Outstanding Gross Tuition Income Fees
- Tuition Assessment
- Tuition Reimbursement Account
- Penalties/Fines

Fiscal Year 2014

Good news! We've located your reported GTI for the fiscal year 2014.

This is the latest financial information we have on record for your school. If this information is incorrect or out of date, please upload the correct information below or contact BPSS staff to resolve the issue.

Fiscal Year: 2014
Reported GTI: $12,000,000.00
Audited GTI: *Not Yet Audited*


Financials
Below are all the current finance documents we have on file for your school.
To prevent delays in application processesing, please ensure that all documents are up to date.
Show 10 entries
Search:
School Financial Documents
File Name ▲
File Type
Date Uploaded
Description
Action
No data available in table
Showing 0 to 0 of 0 entries
Previous
Next
Upload Additional Documents
Description (required)
----Select----
Choose File
No file chosen
Upload
Back
Next
Click Choose File
Locate file on your computer
Click Upload
Click drop down arrow
Choose Description
Click Next
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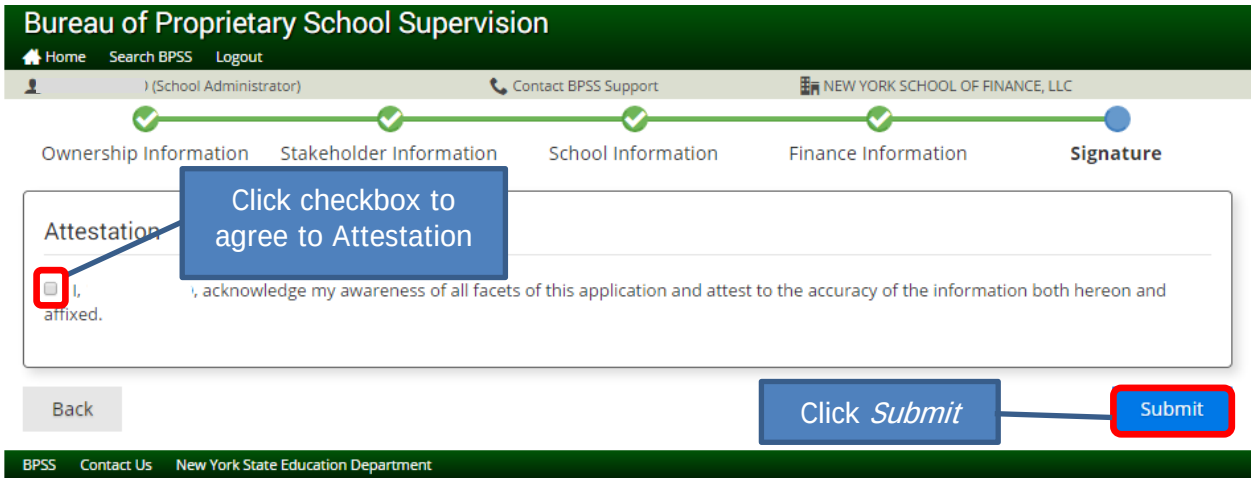
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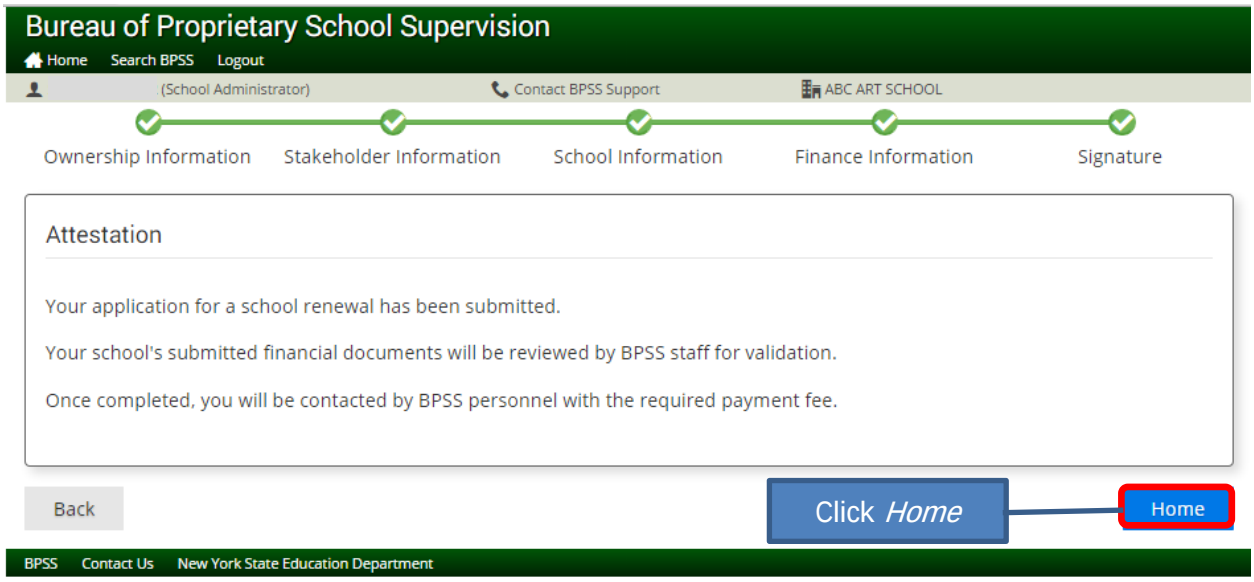
NEW YORK SCHOOL OF FINANCE, LLC
Ownership Information
Stakeholder Information
School Information
Finance Information
Signature
Attestation
, acknowledge my awareness of all facets of this application and attest to the accuracy of the information both hereon and affixed.
Back
Submit
Click checkbox to
agree to Attestation
Click Submit
BPSS
Contact Us
New York State Education Department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ABC ART SCHOOL
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Attestation
Your application for a school renewal has been submitted.
Your school's submitted financial documents will be reviewed by BPSS staff for validation.
Once completed, you will be contacted by BPSS personnel with the required payment fee.
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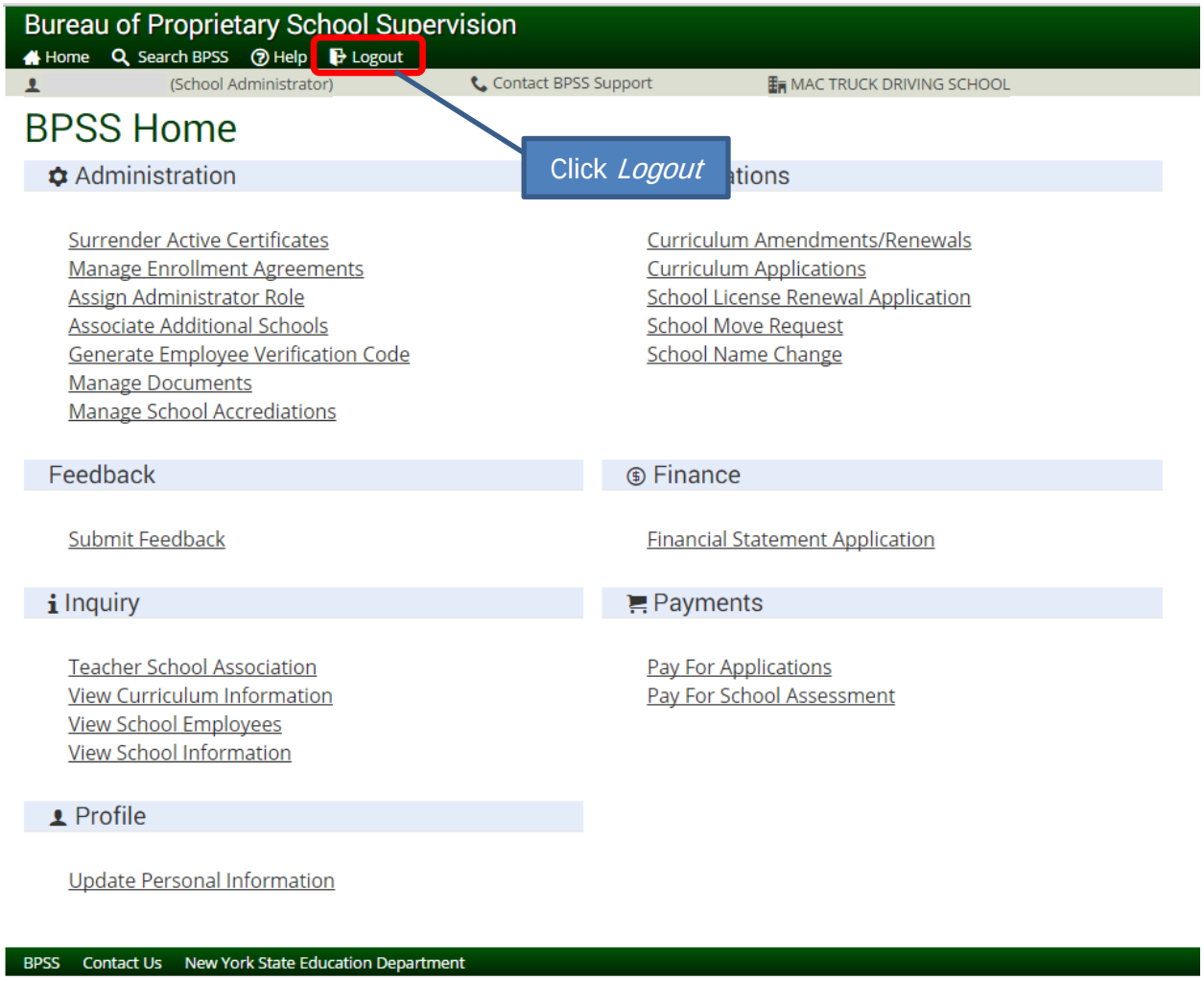
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MAC TRUCK DRIVING SCHOOL
BPSS Home
Click Logout
Administration
Surrender Active Certificates
Manage Enrollment Agreements
Assign Administrator Role
Associate Additional Schools
Generate Employee Verification Code
Manage Documents
Manage School Accrediations
Curriculum Amendments/Renewals
Curriculum Applications
School License Renewal Application
School Move Request
School Name Change
Feedback
Submit Feedback
Finance
Financial Statement Application
Inquiry
Teacher School Association
View Curriculum Information
View School Employees
View School Information
Payments
Pay For Applications
Pay For School Assessment
Profile
Update Personal Information
BPSS
Contact Us
New York State Education Department