



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES
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TO: All BPSS Schools

FROM: Lisa A. Stiles-Roy, Licensing Supervisor

SUBJECT MATTER: Letter of Continuous Authority

If your school license has expired **and** a renewal application and fee were submitted to BPSS at least 120 days prior to the expiration date, as per Education Law, **and** all other statutory regulatory requirements for renewal have also been met and accepted by BPSS, your school may be eligible for a Letter of Continuous Authority to operate until a field visit can be arranged and the renewal finalized.

The items that must be up-to-date in order for a Letter of Continuous Authority to be requested by the school director and issued by the BPSS Licensing Unit include:

- all school staff are currently licensed and an application and fee for the director's license, which is tied to the school renewal date was submitted in a timely manner prior to the expiration;
- the Occupational Educational Data Survey (OEDS) was submitted for the prior year;
- the school's financial statement was received and deemed acceptable for the prior fiscal year; and
- all tuition assessment payments are current.

A Letter of Continuous Authority permits a school to fully operate until a renewal inspection can be conducted by a field associate and, if acceptable, the renewal processed.

If a BPSS licensed school meets the criteria to request such a letter, please contact me at Lisa.Stiles-Roy@nysed.gov. Thank you.