



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

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES
BUREAU OF PROPRIETARY SCHOOL SUPERVISION

To: Directors and Owners,
From: BPSS Licensing
Re: Adding current permitted/licensed directors to your school
Date: October 10, 2014

BPSS has developed the following process to add the current director(s) to your school on our new web-based computer system. This process will also allow the owner to grant a director administration rights, if desired.

Step 1) School owner will need to generate an employee verification code for each director that has a current permit or director's license, and give each director one code.

Instructions can be found at:

http://www.acces.nysed.gov/bpss/documents/Employee_Verification_Code-Generating.pdf

Step 2) Each director will need to have a My.NY.gov account, or create one, and access the BPSS entitlement.

Instructions can be found at:

http://www.acces.nysed.gov/bpss/documents/Director_Application_Instructions.pdf

Step 3) Each director will need to fill out a directors application. Please upload a copy of your current director's permit or director's license. If you have a copy of your education and/or experience, please upload that at this time as well (do not pay when you get to the pay screen; just close the browser).

Instructions can be found at:

http://www.acces.nysed.gov/bpss/documents/Director_Application_Instructions.pdf

Step 4) After the director(s) have completed their application(s), please send one email to BPSS@mail.nysed.gov letting us know the school name, address location and the names of the director(s) that have completed the above steps.

BPSS will then update the system and add the current director(s) to your school(s). This will then allow the owner to grant approved directors' administration rights to your school, if you choose for that director to have those rights.

School owners - as you have already used the My.NY.gov account and have logged in, please work with your director(s) to do the same before emailing BPSS at bpss@mail.nysed.gov or contacting Mr. Kirk Howard at BPSS.

Sincerely,
BPSS