School License Renewal Application:

Login to BPSS from My.NY.gov
You may not see this page if you only have 1 role.

Select a role from the list:
- Public Applications
- School Administrator
- School Agent
- School Director
- Teacher

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.

Please select the school you would like to manage.

Click Select.
BPSS Home

Applications

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Manage School Accreditations

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School Name Change

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View School Information

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Update Personal Information
Important: Your School name and address must be up-to-date prior to renewing your license.

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.
Verify information is correct - Click Yes or No

If you clicked “Yes” Ownership Information is accurate, go to Page 8.
If you clicked “No” to Ownership Information, you will see this screen.

Enter changes to Ownership information

Click Update

Update
School Renewal - School Stakeholder Information

The information below is the current stakeholder information BPSS has on file for your school.

Is the information below up to date and accurate?

- Yes, the ownership information listed below is up to date and accurate.
- No, the information below needs to be updated.

If you clicked “Yes” Stakeholder Information is accurate, go to Page 10.

Verify information is correct - Click Yes or No

Click + to show information

Click Next

<table>
<thead>
<tr>
<th>Stakeholders</th>
<th>Title</th>
<th>Name</th>
<th>Percentage of Ownership</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer (CEO)</td>
<td>Cee Guy</td>
<td>100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1
If you clicked “No” to Stakeholder Information, you will see this screen.

### School Renewal - School Stakeholder Information

**Display** 20 records

<table>
<thead>
<tr>
<th>Stakeholders</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>Chief Executive Officer (CEO)</td>
<td>Arthur Smith</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1

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%.

**Personal Information**

- **Title (required)**
- **Percent Ownership**
- **First Name (required)**
- **Last Name (required)**
- **Gender (required)**
- **SSN**
- **Date of Birth (required)**

**Contact Information**

- **Email Address (required)**
- **Country (required)**
- **Street Address (required)**
- **Street 2 (Optional)**
- **City (required)**
- **Foreign State (required)**
- **Postal Code (required)**

Enter new stockholder’s information

**Icon Key**

- edit information make changes
- remove information
- show information

**Click Add**

**Click Update to proceed**
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)
516-444-5456

Fax Number
xxxx-xxxx-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.
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.

<table>
<thead>
<tr>
<th>Gross Annual Tuition Income</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $199,999</td>
<td>$750.00</td>
</tr>
<tr>
<td>$200,000 - $499,999</td>
<td>$1500.00</td>
</tr>
<tr>
<td>$500,000 - $999,999</td>
<td>$2225.00</td>
</tr>
<tr>
<td>$1,000,000 - $4,999,999</td>
<td>$4500.00</td>
</tr>
<tr>
<td>$5,000,000 - $9,999,999</td>
<td>$9000.00</td>
</tr>
<tr>
<td>$10,000,000 or above</td>
<td>$18000.00</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Fiscal Year:</th>
<th>Reported GTI:</th>
<th>Audited GTI:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>$12,000,000.00</td>
<td>Not Yet Audited</td>
</tr>
</tbody>
</table>
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.