

School License Renewal Application:

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Ny.gov ID Call Center (518)-474-7494

NY.gov ID

Sign In

Forgot your Username or Password ?
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Don't have an Account?

If you do not have an NY.gov ID Username and Password, click the above link to sign up.

Click *Sign in*

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

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Adventure License Series

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Please login after reading the Acceptable Use Policy below

Enter *Username and password*

NY.gov ID

Username:

Password:

Sign In

Forgot your Username or Password ?
[NY.gov ID - Terms of Service](#)

Click *Sign in*

[Agency Assistance & Contact Information](#)

ACCEPTABLE USE POLICY FOR USERS OF NY.gov

This application uses the New York State (hereinafter State) Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies or terms of service implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business with the State or its agencies and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes;
2. You are responsible for acquiring and safeguarding your own user ID and password used to access this application;
3. You shall be responsible for any activity attributable to the use of your account whether by you or any other person;
4. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof;
5. You shall comply with all applicable confidentiality and security requirements as set forth in any applicable acceptable use policies or terms of service implemented through this application directly or by NYeNet Participating Organizations, and shall not seek information on other users or attempt to obtain access to, copy, or modify other users' files without express permission;
6. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations;
7. You shall not use this application for any fraudulent or illegal purpose, including, but not limited to, the transmission of obscene or harassing materials;
8. You must report any abuse or misuse of this application to ITS and you shall cooperate fully in any investigation into any such abuse or misuse; and
9. You understand and agree that the State reserves the right to revise, amend, or modify this Acceptable Use Policy or other related policies and agreements at any time in any manner. Notice of any revisions, amendments, or modifications will be posted on this and other sites.

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

Bureau of Proprietary School Supervision

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Bureau of Proprietary School Supervision Login

Select A Role

You have multiple roles in the BPSS system. Please select a role with which you would like continue.

- ☒ Public Applications
- ☐ School Administrator
- ☐ School Agent
- ☐ School Director
- ☐ Teacher

Select the role you would like to sign in as

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

Click *Choose Role*

Choose Role

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(BPSS, School Administrator)

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Please select the school you would like to manage

Click *Select*

Show 1a entries

Search:

Associated no. of Schools : 2				
School Name ▲	School Website	Date Submitted	Status	Action
Jones School		07/30/2014	Not Ready For Review	<input checked="" type="button" value="Select"/>
Smith School		07/31/2014	Not Ready For Review	<input type="button" value="Select"/>

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Click *School License
Renewal Application*

Feedback

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License Renewal

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](#).

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

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.

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Click *Start Renewal Application*

[Start Renewal Application](#)

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(School Administrator)Contact BPSS SupportNEW YORK SCHOOL OF FINANCE, LLC

Ownership InformationStakeholder InformationSchool InformationFinance InformationSignature

School Renewal - School Ownership Information

The information below is the current ownership 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.

Ownership Information

Name of Corporation, Partnership or Sole Proprietor NEW YORK SCHOOL OF FINANCE, LLC	Contact Information Email Address ny@mail.com Phone Number 111-111-1111	Address 123 STREET NY, 22222 US
Business Type Corporation		
Federal Tax Id 132241674		

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Click *Next*

Next

If you clicked "Yes"
Ownership Information is
accurate, go to Page 8.

[Ownership Information](#)[Stakeholder Information](#)[School Information](#)[Finance Information](#)[Signature](#)

School Renewal - School Ownership Information

Name of Corporation, Partnership or Sole Proprietor *(required)*

ARTHUR SMITH

Business Type

Sole Proprietor

Email Address *(required)*

email@mail.com

Ownership Website

http://www.yourUrlHere.com

Phone Number *(required)*

518-466-5555

XXX-XXX-XXXX

Federal Tax Id

321654987

If you clicked "No" to Ownership Information, you will see this screen.

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

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NEW YORK SCHOOL OF FINANCE, LLC

Ownership Information

Stakeholder Information

School Information

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Signature

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.

Display 10 records

Stakeholders			
Title	Name	Percentage of Ownership	Action
Chief Executive Officer (CEO)	Ceo Guy	100	<div>+</div>

Showing 1 to 1 of 1

Click + to show information

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

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%.

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----

Street Address (required)

Street 2 (Optional)

City (required)

Foreign State (required)

Postal Code (required)

Cancel

Click *Add*

Add

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Click *Update* to proceed

Update

Icon Key



- edit information
make changes
click *Save*



- remove information



- show information

Enter new stockholder's
information

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

XXX-XXX-XXXX

Fax Number

Ext

XXX-XXX-XXXX

Make changes to Contact Information and Mailing Address where needed.

Mailing Address

Does your school have an alternate mailing address? *(required)*

☐ Yes

☒ No

Country *(required)*

Address *(required)*

Address 2

City *(required)*

Foreign State *(required)*

Postal Code *(required)*

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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.

<u>Gross Annual Tuition Income</u>	<u>Fee</u>
\$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 processing, 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

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Click *Choose File*
Locate file on your computer

Click *Upload*

Click drop down arrow
Choose *Description*

Click *Next*

Upload Additional Documents

Description (required)

----Select----

▼

Choose File

Choose File

No file chosen

Upload

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NEW YORK SCHOOL OF FINANCE, LLC

Ownership Information

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Signature

Attestation

Click checkbox to agree to Attestation

☐ I, _____, acknowledge my awareness of all facets of this application and attest to the accuracy of the information both hereon and affixed.

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Click *Submit*

Submit

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ABC ART SCHOOL

✓

✓

✓

✓

✓

Ownership Information
Stakeholder Information
School Information
Finance Information
Signature

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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MAC TRUCK DRIVING SCHOOL

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