Generating an Employee Verification Code

Step 1
Sign into My.NY.gov
Step 2
Select BPSS

Step 3
Under the administration tab, select Generate Employee Verification Code
School Association - Directors & Agents

By selecting an agent code - the administrator is attesting to the following: I hereby certify that the foregoing statements are true to the best of my knowledge and belief; this agent is fully informed of the school's course offerings, services, charges, enrollment conditions, operating policies, and refund policies; this school assumes full responsibility for the actions, statements and conduct of this agent; and this school uses an acceptable plan for the selection, training, and supervision of agents.

By selecting a director code - the administrator is attesting to the following: I certify, to the best of my knowledge, that the applicant herein is able to meet the educational qualifications and/or practical experience required for licensure as set forth in Commissioner's Regulations for the license area(s) requested.

Selecting the 'Generate' button below will generate a unique code that is required to start the BPSS director and agent applications.

After generating a code, please give it to the employee who is filling out the application.

Select Type of Association

---Select---
Agent Code
Director Code

Step 4
Select type of association

Step 5
Click the Generate button
School Association - Directors & Agents

By selecting an agent code - the administrator is attesting to the following: I hereby certify that the foregoing statements are true to the best of my knowledge and belief; this agent is fully informed of the schools course offerings, services, charges, enrollment conditions, operating policies, and refund policies; this school assumes full responsibility for the actions, statements and conduct of this agent; and this school uses an acceptable plan for the selection, training, and supervision of agents.

By selecting a director code - the administrator is attesting to the following: I certify, to the best of my knowledge, that the applicant herein is able to meet the educational qualifications and/or practical experience required for licensure as set forth in Commissioner's Regulations for the license area(s) requested.

Selecting the 'Generate' button below will generate a unique code that is required to start the BPSS director and agent applications.

After generating a code, please give it to the employee who is filling out the application.

Select Type of Association

---Select---

Director Application Verification Code: 9217deee5e

Step 6
Provide the code to the applicant