New York State Education Department
Bureau of Proprietary School Supervision

Application for Transfer of a Certification to Operate an ESL School in New York State
BPSS-4

Applicant Instructions
♦ Please TYPE all information.

For Office Use Only
School ID/ Certificate Number
SED CODE

MAIL TO:
New York State Education Department
Bureau of Proprietary School Supervision
89 Washington Avenue, EBA 560
Albany, NY 12234

NOTE: Filing an application to operate an ESL school does not grant authority to offer instruction in New York State. Instruction can only be legally offered after the application is completed and a certification is issued. Separate approval is required for each curriculum. A financial statement must accompany this application as well as other required documents as identified in the instructions.

<table>
<thead>
<tr>
<th>1. Check One:</th>
<th>2. School District Name</th>
<th>3. Federal ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Certified ESL School</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. School Name

5. School Address
Street Address:

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
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</table>

6. Is School Handicapped Accessible?
☐ yes ☐ no

7. Director's Name

8. Telephone E-mail Address

9. Contact Person:  
Last Name First Name

Street Address

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<tr>
<th>City</th>
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10. Telephone E-mail Address

11. Type of New Ownership of School (check one)
☐ Proprietorship ☐ Partnership ☐ Corporation ☐ Not For Profit Corporation

☐ LLC ☐ Other (Explain)

12. Name of Owner or Entity Date of Birth (sole proprietor only)

Street Address

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13. Present Certification Number

14. Expiration Date Month Day Year

15. Annual Gross Tuition

16. Name of Accrediting Agency (if applicable)
17. If Partnership, Corporation, or LLC, complete the following:

**Officers, Partners, Members, or Principal Stockholders of New Partnership, Corporation, or LLC**

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<tr>
<td>Home Address</td>
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18. Have you ever been affiliated with or owned another ESL school?  
[ ] yes [ ] no

If YES, please provide full details attached to this form, including any fiscal disallowances, fines, denial of certification, or any disciplinary action against you or the school by any local, State, or Federal authorities.

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*If you need additional space, attach additional sheets.
I hereby acknowledge that I have read and understand the Regulations of the Commissioner of Education set forth in 8 NYCRR Part 126.10(j) thereof, and those sections of Education Law §§ 5001 – 5010 and the Commissioner’s Regulations set forth in 8 NYCRR Part 126 and made applicable by Part 126.10(j) to non-publicly funded ESL schools, and do attest that I shall devote full time to the duties and responsibilities of operating the school, and will ensure that the school operates in accordance with the Education Law and the Regulations of the Commissioner of Education.

__________________________________________  ______________________________
Signature of Director                                      Date

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

__________________________________________  ______________________________
Signature of Successor Owner/ President, Title            Date

Affidavit

State of __________________________________________

County of __________________________________________

__________________________________________ ss

__________________________________________

being duly sworn, deploes and says (s)he is

the owner or part owner of the proposed

school; that this report has been prepared in accordance with instructions of the New York State Education Department and that the statements contained herein are true to the best of the signatory’s knowledge.

Subscribed and sworn to me this __________ day of ____________________________, __________

__________________________________________

Notary Public
Affidavit

State of __________________________

County of __________________________

________________________________________________________________________ ss

________________________________________________________________________

being duly sworn, deposes and says (s)he is the owner or part owner of the proposed school; that this report has been prepared in accordance with instructions of the New York State Education Department and that the statements contained herein are true to the best of the signatory's knowledge.

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Notary Public