Enter New Curriculum:

The following information will be needed for the <u>curriculum application process</u>:
- Curriculum information
- Create a Curriculum Outline (if applicable)
- Detailed Coursework & Testing information (when applicable)
- Textbook Information
- Equipment Information
- Download Evaluation Checklist (if applicable)
- Download Student Disclosures (if applicable)
- Upload Affiliation Agreements (if applicable)

Login to BPSS from my.ny.gov

My NY.gov Online Services

Please login after reading the Acceptable Use Policy below

Enter *Username* and *password*

NY.gov ID

Username:

Password:

Click *Sign in*

Sign In

Forgot your Username or Password ?

NY.gov ID – Terms of Service

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.

Click *BPSS*

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

Bureau of Proprietary School Supervision

Home   Search BPSS   Logout

r (BPSS, Developer)   Contact BPSS Support

Bureau of Proprietary School Supervision Login

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

Select A Role

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

Select the role you would like to sign in as

○ Public Applications
○ School Administrator
○ School Agent
○ School Director
○ Teacher

Click *Choose Role*

Choose Role

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Bureau of Proprietary School Supervision

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(BPSS, School Administrator)   Contact BPSS Support

Please select the school you would like to manage

Click *Select*

Show 10 ▼ entries   Search: [_____]

Associated no. of Schools : 2				
School Name ▲	School Website	Date Submitted	Status	Action
Jones School		07/30/2014	Not Ready For Review	Select
Smith School		07/31/2014	Not Ready For Review	Select

Showing 1 to 2 of 2   Previous   Next

BPSS   Contact Us   New York State Education Department

Bureau of Proprietary School Supervision

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(School Administrator)   Contact BPSS Support   J Jones School

BPSS Home

Administration

- Assign Admin Role
- Associate Additional Schools
- Generate Employee Verification Code
- School Move Request
- School Name Change
- Upload Additional Documents

Applications

- Enter new curriculum

Click *Enter new curriculum*

Feedback

- Submit Feedback

Inquiry Links

- View curriculum information
- View school employees
- View school information

Payments

- Pay For Applications

Profile

- Update Personal Information

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👤 (School Administrator)   📞 Contact BPSS Support   🏢 Jones School

Curriclum Application Overview

The following information will be asked for the curriculum application process:

- Curriculum Information
- Create a Curriculum Outline (if applicable)
- Detailed Coursework and Testing Information (when applicable)
- Textbook Information
- Equipment Information
- Download Evaluation Checklist (if applicable)
- Download Student Disclosures (if applicable)
- Upload Affiliation Agreements (if applicable)

> If you started a Curriculum Application, click *Continue.* *

Show [10 ▼] entries   Search: [   ]

Applications In Progress			
Curriculum Name ▲	Status	Application Start Date	Action
Cosmetology	Not Ready For Review	08/05/2014	Continue
Home Health Aide	Not Ready For Review	08/05/2014	Continue

Showing 1 to 2 of 2   Previous   Next

Show [10 ▼] entries   Search: [   ]

Completed Applications			
Curriculum Name ▲	Status	Application Start Date	Application Submit Date
No data available in table			

Showing 0 to 0 of 0 entries   Previous   Next

Start A New Application

To start a new curriculum application, select the **next** button below.

> To start a New Application, click *Next*

Back   Next

BPSS   Contact Us   New York State Education Department

> *Note: Each page will be shown for review. On each page, click *Next* or make revision then click *Next*

Bureau of Proprietary School Supervision

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(School Director)   Contact BPSS Support   Jones School

| INFORMATION | OUTLINE | COURSEWORK | TEXTBOOKS | EQUIPMENT | SKILL LIST | DISCLOSURE | AFFILIATION | SIGN | PAYMENT |

Curriculum selection

Select Curriculum Category (required)
----Select----

Select Curriculum Sub Type (required)
----Select----

Curriculum Information

Title of Curriculum

Total Instructional Hours (required)
0.0

Definition of One Instructional Hour (required)
----Select----

Method of Instruction (required)
----Select----

Language of Instruction (required)
----Select----

Entrance Requirements (required)
----Select----

Enter curriculum information

Ability To Benefit Exam

Ability To Benefit score

Curriculum specific graduation requirement

Is this curriculum eligible for TAP? (required)
○ Yes
○ No

ESL Requirments

Placement Test Name

Enter score
0

Exit score
0

Click *Next*

Back   Next

BPSS   Contact Us   New York State Education Department

Bureau of Proprietary School Supervision

Home   Search BPSS   Logout

(School Administrator)   Contact BPSS Support   Jones School

| INFORMATION | OUTLINE | COURSEWORK | TEXTBOOKS | EQUIPMENT | SKILL LIST | DISCLOSURE | AFFILIATION | SIGN | PAYMENT |

Outline

Read requirements for your course

The information on this page could be different – it depends on the curriculum information filled out on the previous page

All of the following must be completed for approval of the Appearance Enhancement - Cosmetology course:

- Identify any additional hours, if any, you choose to add to this outline.
- Identify all the text books required to be used by the students.
- Provide a list of equipment.
- Teach the curriculum as outlined by the NYS Department of State at http://www.dos.ny.gov/licensing/lawbooks/APP-ENH.pdf .
- Pay the processing fee ($100 for less than 100 hours or $250 for 100 hours or more).
- A corresponding BPSS approved enrollment agreement.
- An updated catalog or have an addendum approved by BPSS.

Click *Next*

Back   Next

BPSS   Contact Us   New York State Education Department

| INFORMATION | OUTLINE | COURSEWORK | TEXTBOOKS | EQUIPMENT | SKILL LIST | DISCLOSURE | AFFILIATION | SIGN | PAYMENT |

Coursework – Currently entered 1000.0 of 1000.0 coursework hours.

Show [10 ▼] entries   Search: [_____]

Required Coursework		
Course/Unit Title	Hours	Course Type
(1) Professional Requirements	24.0	Theory
(2) Safety and Health	26.0	Skill
(3) Anatomy and Physiology	15.0	Theory
(4) Hair Analysis	10.0	Skill
(5) Hair and Scalp Disorders and Diseases	10.0	Theory
(6) Chemistry as Applied to Cosmetology	5.0	Theory
(7) Shampoos, Rinses, Conditioners and Treatments	30.0	Skill
(8) Hair Cutting and Shaping	175.0	Skill
(9) Hair Styling	245.0	Skill
(10) Chemical Restructuring	180.0	Skill

Showing 1 to 10 of 13

[Previous] [Next]

Show [10 ▼] entries   Search: [_____]

Additional Coursework		
Course/Unit Title	Hours	Course Type
No data available in table		

Showing 0 to 0 of 0 entries

If your school has another course not listed within Required Coursework, enter information here.
Click *Add*

Add A Course

Course/Unit Title (required)
[_____]

Hours (required)   Course Type (required)
[0.0]   [----Select---- ▼]

[Add] [Clear]

Coursework Uploaded Files		
File Name	File Type	Action

Upload file of the Course Content Outline (Include an outline of topics for each course. State how you will test students for each course, including conditions, student behaviors, and passing score).

(Upload additional coursework information)

Choose File   [Choose File] No file chosen
Please select a pdf, txt, doc, docx, jpg, or png file to upload.

[Upload]

Click *Choose File*
Locate file on computer

Click *Upload*

[Back] [Next]

School Administrator)   📞 Contact BPSS Support   📋 Jones School

ℹ️ You have successfully added coursework for this curriculum.

Message will be shown when Coursework has been added

INFORMATION   OUTLINE   **COURSEWORK**   TEXTBOOKS   EQUIPMENT   PAYMENT

Coursework – Currently entered 1010.0 of 1000.0 coursework hours.

Show [10 ▼] entries   Search: [_____]

Required Coursework		
Course/Unit Title	**Hours**	**Course Type**
(1) Professional Requirements	24.0	Theory
(2) Safety and Health	26.0	Skill
(3) Anatomy and Physiology	15.0	Theory
(4) Hair Analysis	10.0	Skill
(5) Hair and Scalp Disorders and Diseases	10.0	Theory
(6) Chemistry as Applied to Cosmetology	5.0	Theory
(7) Shampoos, Rinses, Conditioners and Treatments	30.0	Skill
(8) Hair Cutting and Shaping	175.0	Skill
(9) Hair Styling		Skill
(10) Chemical Restructuring		Skill

Showing 1 to 10 of 13   Previous   Next

All Additional Courses will be listed here.

Show [10 ▼] entries   Search: [_____]

Additional Coursework			
Course/Unit Title	**Hours**	**Course Type**	**Action**
Additional Course Required	10.0	Skill	✏️🗑️

Showing 1 to 1 of 1   Previous   Next

Add A Course

Course/Unit Title (required)
[_____]

Hours (required)   Course Type (required)
[0.0_____]   [----Select---- ▼]

                                                            [Add]   [Clear]

All Coursework Uploaded files will be listed here.

Coursework Uploaded Files		
File Name	**File Type**	**Action**
Course Content Outline.docx	Course Work Details	⬇️🗑️

Upload file of the Course Content Outline (Include an outline of topics for each course. State how you will test students for each course, including conditions, student behaviors, and passing score).

(Upload additional coursework information)

Choose File   [Choose File] No file chosen
               Please select a pdf, txt, doc, docx, jpg, or png file to upload.

                                                                      [Upload]

Click *Next* to proceed   [Back]   [Next]

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Icon Key

✏️ - edit information, make changes & click *Save*

🗑️ - remove information

⬇️ - download file to your computer

Bureau of Proprietary School Supervision

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👤 School Administrator)   📞 Contact BPSS Support   Jones School

| INFORMATION | OUTLINE | COURSEWORK | TEXTBOOKS | EQUIPMENT | SKILL LIST | DISCLOSURE | AFFILIATION | SIGN | PAYMENT |

Textbooks and Instructional Aids

Please upload the requested information about all textbooks and instructional aids that the school intends to use to teach this curriculum/course.

Instructional aids include videos (name, publisher, and length), software (name and version, even if included with a textbook), and handouts.

Audio-visual equipment should be listed with equipment (which will be on the next page).

Show [10 ▼] entries   Search: [   ]

Textbooks	
Course ▲	**Title**
No data av	

Showing 0 to 0 of 0 entries

Enter all
Textbook/Instructional Aid information for
Required _and_ Additional Coursework

Add a Textbook/Instructional Aid

Course Title (required)
[--Select-- ▼]

Title (required)
[   ]

Publisher (required)
[   ]

Year Published (required)
[----Select---- ▼]

[Add]   [Clear]

After each entry,
Click _Add_

[Back]   [Next]

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Bureau of Proprietary School Supervision

Home   Search BPSS   Logout

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ℹ️ You have successfully added a textbook to this curriculum.

> **Message will be shown when information has been added**

INFORMATION	OUTLINE	COURSEWORK	**TEXTBOOK**	EQUIPMENT	SKILL LIST	DISCLOSURE	AFFILIATION	SIGN
PAYMENT								

Textbooks and Instructional Aids

Please upload the requested information about all textbooks and instructional aids that the school intends to use to teach this curriculum/course.

Instructional aids include videos (name, publisher, and length), software (name and version, even if included with a textbook), and handouts.

Audio-visual equipment should be listed with equipment (which will be on the next page).

> **All Textbook/Instructional Aid information will be listed**

Show [10 ▼] entries   Search: [   ]

Textbooks			
Course ▲	**Title**	**Publisher**	**Action**
Additional Course Required	Time	Time	✏️ 🗑️

Showing 1 to 1 of 1   Previous   Next

Add a Textbook/Instructional Aid

Course Title (required)
[--Select-- ▼]

Title (required)
[   ]

Publisher (required)
[   ]

Year Published (required)
[----Select---- ▼]

[Add]   [Clear]

[Back]   [**Next**]

> **Click *Next* to proceed**

BPSS   Contact Us   New York State Education Department

Bureau of Proprietary School Supervision

🏠 Home   Search BPSS   Logout

👤   (School Administrator)   📞 Contact BPSS Support   📠 Jones School

| INFORMATION | OUTLINE | COURSEWORK | TEXTBOOKS | EQUIPMENT | SKILL LIST | DISCLOSURE | AFFILIATION | SIGN |
| PAYMENT |

Equipment

Describe equipment used by students for **this** curriculum only.

Do not include instructional aids or desks/chairs.

Include manufacturer's name, model, and name of items.

For computers, also indicate the speed in MHz, the size of the hard drive, RAM (memory), operating system and printers being used.

Indicate whether classroom equipment; renewable; or student kit item.

Note: Equipment list will vary depending on curriculum

Click Export to Excel if you would like an Equipment list for your records.

[Export to Excel]

Show [10 ▾] entries   Search: [   ]

S.No ▲	Equipment Description	Quanity
For a class of 20 students, the following quantities are required. List of equipment :4		
1	Adult Practice mannequins	1
2	Blood Pressure Cuff	2
3	Wheelchairs	3
4	Wound dressing supplies-gauze, tape	1

Showing 1 to 4 of 4

Enter any additional equipment for coursework

Note: enter *"999"* if quantity is "*as needed*"

Please add any additional equipme

Equipment Description   Quantity

[----Select----   ▾]   [   ]

If Equipment is not in the above drop down, enter it here

[   ]

Accepts / - , & ()

[Add]   [Clear]

After each entry, Click *Add*

[Back]   [Next]

Click *Next* to proceed

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Bureau of Proprietary School Supervision

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👤   (School Administrator)   📞 Contact BPSS Support   🏫 Jones School

ℹ️ You have successfully added equipment.

Message will be shown when equipment has been added

| INFORMATION | OUTLINE | COURSEWORK | TEXTBOOKS | **EQUIPMENT** | SKILL LIST | DISCLOSURE | AFFILIATION | SIGN |
| PAYMENT |

Equipment

Describe equipment used by students for *this* curriculum only.

Do not include instructional aids or desks/chairs.

Include manufacturer's name, model, and name of items.

For computers, also indicate the speed in MHz, the size of the hard drive, RAM (memory), operating system and printers being used.

Indicate whether classroom equipment; renewable; or student kit item.

Export to Excel

Show 10 entries   Search: [_____]

For a class of 20 students, the following quantities are required. List of equipment :4		
S.No ▲	**Equipment Description**	**Quanity**
1	Adult Practice mannequins	1
2	Blood Pressure Cuff	2
3	Wheelchairs	3
4	Wound dressing supplies-gauze, tape	1

Showing 1 to 4 of 4   Previous   Next

Any additional equipment will be listed here

User Added Equipment List			
S.No	**Equipment Description**	**Quantity**	**Action**
1	Emery boards	10	✏️ 🗑️

Please add any additional equipment as needed

Equipment Description   Quantity
[----Select---- ▼]   [_____]
If Equipment is not in the above drop down, enter it here
[_____]
Accepts / - , & ( )

                                                                                    Add   Clear

                                                                              Back   **Next**

                                                                                    Click *Next*

BPSS   Contact Us   New York State Education Department

Bureau of Proprietary School Supervision

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r (School Administrator)   Contact BPSS Support   Jones School

| INFORMATION | OUTLINE | COURSEWORK | TEXTBOOKS | EQUIPMENT | **SKILL LIST** | DISCLOSURE | AFFILIATION | SIGN |
| PAYMENT |

Evaluation Checklist

For the Allied Health field only, there may be a skill(s) checklist that will be required. If applicable to your school, please find the check list(s) below.

Skill Checklist

This screen applies only to the Allied Health field

Required Skills	
Skill List	Action
There are no required skill lists for this curriculum.	

Back   Next

Click *Next*

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ALLIED HEALTH FIELD ONLY:

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(School Administrator)   Contact BPSS Support   Jones School

| INFORMATION | OUTLINE | COURSEWORK | TEXTBOOKS | EQUIPMENT | **SKILL LIST** | DISCLOSURE | AFFILIATION | SIGN |
| PAYMENT |

Evaluation Checklist

For the Allied Health field only, there may be a skill(s) checklist that will be required. If applicable to your school, please find the check list(s) below.

Skill Checklist

Show [10 ▼] entries   Search: [   ]

Required Skills	
Skill List ▲	Action
HHA checklists (BPSS Health form 104a)	⬇

Showing 1 to 1 of 1   Previous   Next

Click ⬇ print form and put in student's folder

Back   Next

Click *Next*

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(School Administrator)   Contact BPSS Support   Jones School

| INFORMATION | OUTLINE | COURSEWORK | TEXTBOOKS | EQUIPMENT | SKILL LIST | DISCLOSURE | AFFILIATION | SIGN |

PAYMENT

Student Disclosure

The curriculum you have chosen does not require any student disclosure forms. Click Next to continue.

Click *Next*

Back   Next

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: (School Administrator)   Contact BPSS Support   Jones School

| INFORMATION | OUTLINE | COURSEWORK | TEXTBOOKS | EQUIPMENT | SKILL LIST | DISCLOSURE | AFFILIATION | SIGN |

PAYMENT

Affiliation Agreements

If applicable, print out the following Affiliation Agreement. After the agreement has been executed by the required parties, please upload a copy and include a copy of the facility(ies) Operating Agreement.

- HHA AFFILIATION AGREEMENT REQUIREMENTS

This link will open the Affiliation Agreement Requirements form

Uploaded Files		
File Name	**File Type**	**Action**
No Files have been uploaded.		

Upload File

Click *Choose File* Locate file on computer

(Affiliation Agreement and corresponding Facility(ies) Operating Agreement)

Choose File (required)   Choose File   No file chosen
Please select a pdf, txt, doc, docx, jpg, or png file to upload.

Click *Upload*

Upload

Back   Next

BPSS   Contact Us   New York State Education Department

Click *Next* to proceed

Payment and fees

Payment & Fees for an Initial Approval / Reapproval or Amendment:
Education Law Article 101 - 5002(4)a and 5002(5)a

Curriculum with 100 hours or less - $100

Curriculum over 100 hours is - $250

Email BPSSCurriculum@nysed.gov a letter on school letterhead describing the changes
if applying for an amendment

Bureau of Proprietary School Supervision

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👤   (School Director)   📞 Contact BPSS Support   🏢 Jones School

Payment Type

BPSS excepts payments by Credit card, check or money order.

For those choosing to pay by check or money order, please be aware that your application is not complete until payment is received.

Paying by check or money order can delay the processing of your application by two to three weeks.

Please select a payment type.

○ Pay by Credit Card
○ Pay by Check / Money Order

Select payment type

Show [10 ▼] entries   Search: [   ]

Application Cart		
Application Type ▲	**Description**	**Fee**
Curriculum Application	Appearance Enhancement - Cosmetology	$100.00

Showing 1 to 1 of 1   Previous   Next

Click *Next*

Back   **Next**

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🏠 Home   Search BPSS   Logout

👤 :   School Director)   📞 Contact BPSS Support

Credit Card Payment

🏢 Jones School

| INFORMATION | OUTLINE | COURSEWORK | TEXTBOOKS | EQUIPMENT | SKILL LIST | DISCLOSURE | AFFILIATION | SIGN | **PAYMENT** |

Important – Please Note

Your application is not filed until payment is received.

To make payment and file your application now, select the **Process Payment** button below.

For those who are not ready to file now, the particle application has been saved for your connivance, you may return at any time to complete the application.

If you are having trouble make sure JavaScript is enabled. Find help here

Show [10 ▼] entries   Search: [   ]

Application Cart		
Application Type ▲	**Description**	**Fee**
Curriculum Application	Appearance Enhancement - Cosmetology	$100.00

Showing 1 to 1 of 1   Previous   Next

Payment Information

First Name   Last Name
[   ]   [   ]

Credit Card Number (required)   **Enter Credit Card**   Security Code (required)
[   ]   **Information**   [   ]

Expiration (mmyy) (required)
[   ]

                                          Click *Process My Payment*

Total amount to be paid: $100.00

Back   **Process My Payment**

BPSS   Contact Us   New York State Education Department

Bureau of Proprietary School Supervision

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_____ (School Administrator)   📞 Contact BPSS Support   J Jones School

| INFORMATION | OUTLINE | COURSEWORK | TEXTBOOKS | EQUIPMENT | SKILL LIST | DISCLOSURE | AFFILIATION | SIGN | PAYMENT |

Instructions

If you choose to mail your payment, you will need access to a printer so that you can print out the mail-in payment coupon.

Your application **will not** be completed or evaluated until we receive your payment.

Please mail the printed form with your cashier's check or U.S. Postal money order to the following address:

The State Education Department
Bureau of Fiscal Management
P.O. Box 7346
Albany, NY 12224

NOTE: Cashier's check or US Postal money order only

Please note

- Your application number and name should be included on the cashier's check or U.S. Postal money order.
- Payment must be in United States funds from a United States bank.

Applications

Application #	Application Type	Description	Application Date	Fee
445	CURRAPP	Appearance Enhancement - Cosmetology	08/07/2014	$100.00

Click _Print_
A new window will open

[Print]

[Back]   [Done]

BPSS   Contact Us   New York State Education Department

Print the payment coupon
This needs to be included with your payment

Please return this payment coupon enclosed in an envelope with your payment.

Mail payments to:
The State Education Department
Bureau of Fiscal Management
P.O. Box 7346
Albany, NY 12224

OFFICE USE ONLY

Application Number: 445
Client ID: 010508-26-0445
Amount Due: $ 100.00
Description: Appearance Enhancement - Cosmetology

Application Type: CURRAPP
Application Date: 08/07/2014
Amount Enclosed: $_____

DO NOT SEND CASH

Enter Amount Enclosed

Close the window

Bureau of Proprietary School Supervision

Home   Search BPSS   Logout

(School Administrator)   📞 Contact BPSS Support   J Jones School

| INFORMATION | OUTLINE | COURSEWORK | TEXTBOOKS | EQUIPMENT | SKILL LIST | DISCLOSURE | AFFILIATION | SIGN | PAYMENT |

Instructions

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Your application **will not** be completed or evaluated until we receive your payment.

Please mail the printed form with your cashier's check or U.S. Postal money order to the following address:

The State Education Department
Bureau of Fiscal Management
P.O. Box 7346
Albany, NY 12224

> Mail cashier's check or money order and payment coupon to this address

Please note

- Your application number and name should be included on the cashier's check or U.S. Postal money order.
- Payment must be in United States funds from a United States bank.

Applications

Application #	Application Type	Description	Application Date	Fee
445	CURRAPP	Appearance Enhancement - Cosmetology	08/07/2014	$100.00

Print

> Click *Done*

Back   Done

BPSS   Contact Us   New York State Education Department

Bureau of Proprietary School Supervision

Home   Search BPSS   **Logout**

(School Administrator)   📞 Contact BPSS Support   J Jones School

BPSS Home

> Click *Logout*
> Or
> Close page

Administration

- Assign Admin Role
- Associate Additional Schools
- Generate Employee Verification Code
- School Move Request
- School Name Change
- Upload Additional Documents

Applications

- Enter new curriculum

Feedback

- Submit Feedback

Inquiry Links

- View curriculum information
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- View school information

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- Update Personal Information

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