Apply for a School License:

The following information will be needed to apply for a School License:
- School Information
- Ownership Information
- Supporting Documents (Upload)
- Disclosure Questions

Login to BPSS from my.ny.gov
Click Apply for School License
If an application has been started but not completed, the school will be listed here. Click Continue *

*Note: Each page will be shown for review. On each page, click Next or make revision then click Next.
Choose Yes or No, depending on whether the school is operating in NY or not.

For an explanation of an “Exempt School” click New York State Education Law Section 5001(2)(a-n).

Choose Yes or No depending on whether the school is operating as an “Exempt School” in NY or not.
Enter School Information

For an explanation of “Title IV” Click Is school Title IV approved

Click Next
Enter the School Address
If location is not available, click checkbox

Link to schools.nyc.gov/SchoolSearch/Maps (opens in another window)

Click Next
This screen will display only if the checkbox for “Please select if your school location is undecided” is checked.

Verify Initial Person of Contact data. Click here to make edits to this information.
Enter Ownership Information

- Name of Corporation, Partnership or Sole Proprietor (required)
- Select Business Type (required)
- Email Address (required)
- Phone Number (required)
- Ownership Website
- Federal Tax Id (required)
- http://www.yourUrlhere.com

Click Next

Enter Owner’s Address

- Country (required)
- United States of America
- Street Address (required)
- Street 2 (Optional)
- City (required)
- State (required)
- Zip (required)

Click Next
Enter each Stakeholder’s information and click "ADD".

Repeat until all Stakeholders information has been entered.

**Only the top 8 Stakeholder’s need to be provided.**
After all Stakeholder information has been provided Click Next
Ownership Document Information

Based on the type of ownership you have selected, please find a list of required ownership documents below. You will be able to upload the ownership documents on the next page. If you are unable to upload these documents in a digital format, a mailing address is provided on the next page.

Please review the list below, as well as the list of additional applications and documents that will be required after this application is submitted, but prior to licensure of your school. While this application can be submitted without attaching the ownership documents, all requirements must be satisfied prior to licensure of the school.

For additional applications & documents required, click here or see below for link

Required Documents

Amendments to the Incorporation

The amendments to the incorporation and the filing receipts issued by the New York State Department of State are required to document that the corporation may legally operate in New York State. If you have any questions regarding the filing of the certificate of incorporation, you may contact the Department of State at (518) 473-2492.

Certificate of Assumed Name

If the school is applying to operate under a name other than the corporate name, they must submit a certificate of assumed name and filing receipt from the New York State Department of State, as well as a letter of consent from the Education Department’s Office of Counsel. If you have any questions regarding these requirements, you may contact the Office of Counsel at (518) 473-4992, and the Office of Counsel at (518) 473-4865.

Certificate of Incorporation

Please note that in order for a corporation to operate as an educational institution in New York State, the certificate of incorporation must specify education in its purpose clause. You are required to submit the complete certificate of incorporation and all amendments, including the filing receipts for the certificate associated with both the incorporation and amendments, as issued by the New York State Department of State. The filing receipt is required to document that the corporation may legally operate in New York State. If you have any questions regarding the filing of the certificate of incorporation, you may contact the Department of State at (518) 473-2492.

Commissioner’s Consent

Consent from the Education Department’s Office of Counsel to verify that the corporation may legally operate for educational purposes. If you have any questions on obtaining the letter of consent, additional information may be found at http://www.counsel.ny.gov/consents.html or you may contact the Office of Counsel at (518) 473-4536.

Filing Receipts

The filing receipts for the certificate of incorporation and all amendments, as issued by the New York State Department of State. The filing receipt is required to document that the corporation may legally operate in New York State. If you have any questions regarding the filing of the certificate of incorporation, you may contact the Department of State at (518) 473-2492.

Secretary’s Certificate

This form can be found at http://www.accessnys.org/bpss/documents/SecretaryCertificate.pdf. It must be submitted with each initial certificate application for a corporation. The secretary of the corporation must enter the name of the corporation exactly as it appears on the corporation papers. The secretary then must list the name of each shareholder and the number of shares of stock held by each. The secretary then lists the name of each officer of the corporation. Finally, the secretary then signs to certify that the information is accurate and attains the official corporate seal to the document.

Stock Certificate/Stock Ledger

If the proposed school is owned by a corporation, please submit either a copy of the stock ledger or photocopies of all stock certificates issued up to and including the new certificate.
Click drop down arrow
Choose File Type

Click Choose File
Locate file on computer

Click Upload

Click Next to proceed

Prior to upload, if wrong file is chosen -
click Clear or Choose File
This message will be displayed for each file that is successfully uploaded.

Click Next to proceed
Provide documentation of financial viability
To obtain candidate school status, the school must demonstrate financial viability through means deemed appropriate by the commissioner. Such means may include submitting an audited financial statement based on the most recently completed fiscal year, securing and maintaining a performance bond, payable to the commissioner, in an amount appropriate to eliminate any liability to the tuition reimbursement account in the event the school ceases operation; limiting the collection of tuition funds until each student completes the program of study; or other means acceptable to the commissioner.

Quarters
Certificate of Occupancy
A Certificate of Occupancy is issued by local municipalities to verify that local building codes have been met and the building is suitable for occupancy. It further states the purpose for which the quarters are to be used (i.e., commercial, residential, factory, school, etc.). The premises in which instruction will be offered must be approved for use as a school by the municipality in which the school will be conducting business. Once the premises are approved, a Certificate of Occupancy will be issued listing the school quarters as approved for instructional purposes. Only that area used for the school needs to be approved for instructional purposes. Therefore, Certificates of Occupancy for multi-floor buildings often will list only the floor that the school occupies as approved for instructional purposes. This is acceptable.

Department of Health Approval (if applicable)
Schools outside New York City should check with their local Department of Health whether they are required to have an inspection and be prepared to provide a letter of approval with the quarters application.

Fire Inspection (if in NYC, the inspection will be requested by the Bureau)
The premises in which instruction will be offered must be approved for occupancy by the fire authority of the municipality in which the school will operate. If the school is or will be located in one of the boroughs of New York City, the Bureau of Proprietary School Supervision will arrange for the fire inspection once the quarters application for Approval of the floor plans, and the Certificate of Occupancy are received. The address listed on the approval must be the same address as the one listed on the quarters application. Schools outside New York City must arrange with their local municipality for the inspection and forward the letter of approval with the quarters application.

Floor Plan
Floor plans must be drawn to scale and the scale must be indicated on the drawing. Each room must be assigned a number and the proposed use of the room must be indicated, for example, "classroom," "shop," "computer lab," etc. The floor plans must show: 1. Dimensions of each room or unit of space; 2. Entrances and exits, stairways, corridors, fire escapes; 3. Windows; 4. Student stations, fixed equipment and machines, furniture including student desks and chairs; 5. Utilities - electrical outlets, sinks, etc.

Additions

Required
Certified Director
Certified Agent
Approved Curriculum
Required School Documents

If you are unable to upload the required documents, you will need to mail them to the Bureau with a cover letter which states the name of the school under which you are filing. Please note that by mailing, it may delay the processing of the application while the records are consolidated. Please send all documents to:

New York State Education Department
Bureau of Proprietary School Supervision
69 Washington Avenue, BE-500
Albany, New York 12234

You may browse your computer to locate the file. Common document file types are preferred, such as .doc and .pdf. Maximum file size is 100 MB. Files larger than 100 MB must be split into more than one upload, or saved at a lower resolution on your computer before uploading. You may upload as many files as necessary.

Current supported file types: .pdf, .txt, .doc, .docx, .jpg, .jpeg, .tiff

Financials

Administrative

Quarters

Upload Additional Documents

Click drop down arrow
Select Document Category and Document Type

Click Choose File
Locate file on computer

Click Upload

Click Next to proceed

Click Next to proceed
Bureau of Proprietary School Supervision

Answer each question by indicating "YES" or "NO"

You must respond to all questions and please provide an explanation if you answered "YES".

(a) Have you, or any corporation, partnership, association or organization, or person holding an ownership or control interest in this school, or any employee responsible in a supervisory capacity for the administration of student funds or government funds, been convicted of a crime involving the operation of any educational or training program, or, in connection with the operation of any such program, a crime involving the unlawful acquisition, use, payment or expenditure of educational or training program funds?

☐ Yes
☐ No
Explaination

A maximum of 500 characters is allowed

(b) Have you, or any corporation, partnership, association or organization, or person holding an ownership or control interest in this school, or any employee responsible in a supervisory capacity for the administration of student funds or government funds, been convicted in New York State of any of the following felonies defined in the penal law: bribery involving public servants; commercial bribery; perjury in the second degree; rewarding official misconduct; larceny, in connection with the provision of services or involving the theft of governmental funds; offering a false instrument for filing; falsifying business records; tampering with public records; criminal usury; scheming to defraud; or defrauding the government?

☐ Yes
☐ No
Explaination

A maximum of 500 characters is allowed

(c) Have you, or any corporation, partnership, association or organization, or person holding an ownership or control interest in this school, or any employee responsible in a supervisory capacity for the administration of student funds or government funds, been convicted in any other jurisdiction of an offense which is substantially similar to any of the felonies defined above in statement (b) and for which a sentence to a term of imprisonment in excess of one year was authorized and is authorized in this state regardless of whether such sentence was imposed?

☐ Yes
☐ No
Explaination

A maximum of 500 characters is allowed

(d) Have you, or any corporation, partnership, association or organization, or person holding an ownership or control interest in this school, or any employee responsible in a supervisory capacity for the administration of student funds or government funds, been finally determined in any administrative or civil proceeding to have committed a violation of any provision of the Education Law, or the Regulations of the Commissioner of Education, or any similar statute, rule, regulation, order, or determination of another jurisdiction pertaining to the licensure and operation of any educational or training program?

☐ Yes
☐ No
Explaination

A maximum of 500 characters is allowed

(e) Have you owned or operated a school which has closed or ceased operation? If YES, answer(1) and (2) below.

☐ Yes
☐ No

(1) Were you subject to a pending disciplinary action, disallowance, fine or other penalty at the time of the closing?

☐ Yes
☐ No
(1) Were you subject to a pending disciplinary action, disallowance, fine or other penalty at the time of the closing?
   - Yes
   - No

(2) Did the school owe refunds to any government agency or students at the time of closing?
   - Yes
   - No
   Explanation

A maximum of 500 characters is allowed

Click Next

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Bureau of Proprietary School Supervision

Important

Your Application is not filed until payment is received.
To continue to pay for your application, select the Next button below.
For those who are not ready to file now, your application has been saved and you may return to the BPSS Home page.

Not ready to make Payment? Click BPSS Home

Ready to make Payment? Click Next

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NOTE: If paying by check or money order, only a Cashier's check or US Postal money order will be accepted

Select payment type

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Application Cart

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Description</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Candidate School Application</td>
<td>Jones School</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1

Click Next
Important - Please Note

Your application is not tied until payment is received.
To make payment and file your application now, click the blue button below.
For those who are not ready to file now, the partial application has been saved so you can return at any time to complete the application.
If you are having trouble, make sure JavaScript is enabled. Find help here.

Enter Credit Card Information

Pay Payment

Page 20
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

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.

Check the application form

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

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

Application Number: 10676
Client ID: 1354354106746308294
Amount Due: $ 10,000.00
Description: Jones School

Application Type: CANSCCH
Application Date: 07/30/2014
Amount Enclosed: $____

OFFICE USE ONLY

DO NOT SEND CASH

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

Enter amount enclosed

Close the window
Click Done

Mail payment & payment coupon to this address

Click Logout
Or
Close page