Apply for Teacher’s Permit/License:

The following information will be needed for a Teacher’s Permit/License:
- Certification Information
- Education History
- Work Experience & Additional Information
- Moral Character Questions

Login to BPSS from My.NY.gov

For a new Personal Account (Business accounts go to page 8):

Currently have an account? Click Sign in
Go to page 16.

To create a new account? Click Don’t have an Account?
Click **Sign up for a Personal NY.gov ID**

**Personal NY.gov ID** – Allows you to access online services that require your verified identity where you are acting in an individual capacity (i.e., Not as a business).

**Getting Started**

Registering for a Personal NY.gov ID is a two part process.

1. **NY.gov ID Self Registration**

   Online Registration consists of 3 steps. Use the 'Next' and 'Continue' buttons at the bottom of each page to move through the steps.

   i. Enter basic user information (along with a valid email address) and select a User ID.

   ii. Confirm basic user information is correct.

   iii. Finish the online registration.

2. **Email Activation**

   Once you have finished the create steps above, please check your email and on the link inside. Once you have clicked on the link, you will be prompted to your password, and select 3 security questions & answers.

   If you want a Personal NY.gov ID, please click the button to start the process.

   **Go Back**
Enter information

Click Create Account

Click Continue if information is correct

Click Back To make corrections
Sample E-mail:

Welcome to NY.gov ID., Sue M

Dear Sue M,

Thank you for registering a NY.gov ID.

Your Username is SueM

Your Username is click here to activate your account. Please do not close out of the browser while completing the account activation.

If the above link does not work please copy and paste the below URL into your browser.

https://qa.my.ny.gov/Activate/activate.xhtml?id=398c07e-dade-4d07-b20e-1b163f3b3753

Thank you
New York State

Click on this link
Click Arrow next to Select One, choose a question, enter answer & confirm answer. Click Continue
Click Continue

Enter New Password & Confirm New Password

Click Set Password
You're my.NY.gov Personal account is now created.
Go to page 16.
For a new Business Account:

Click Business

If this link is not shown, contact BPSS (bpss@mail.nysed.gov) and include your user ID within the email.
Enter all data

Enter Security code shown in box

If code cannot be read clearly, click the refresh button for a new code or click the speaker icon - it will be read to you

Click Create Account

The personal information just entered will be shown. If it's correct, click Continue. Otherwise, click Back to make corrections
Check your email account for link to proceed with activating your account

SAMPLE E-MAIL:

Welcome to NY.gov ID.

NygovID@its.ny.gov

to me 9:05 AM (4 minutes ago) ☆ ¬ £ ÷

Dear,

Thank you for registering a NY.gov ID.

Your Username is

Please click here to activate your account. Please do not close out of the browser while completing the account activation.

If the above link does not work please copy and paste the below URL into your browser:

https://my.ny.gov/Activate/activate.xhtml?rid=f5a5153f9a3d4e6b8ae8-34

Thank you
New York State
Click Arrow next to *Select One*, choose a question, enter answer and confirm answer. Click *Continue*.
Your My.NY.gov account is now created.

Click Go to MyNy
Click BPSS Application

Click Create Account to start process for a BPSS account
Your user ID, First & Last Name will be supplied from My.NY.gov

Enter all information to create a new user account with BPSS

Click Next

Click Continue
My.NY.gov Current Account Holders:

Click Sign in

Enter Username and password

NY.gov ID

Click Sign in

Agency Assistance & Contact Information

ACCEPTABLE USE POLICY FOR USERS OF NY.gov

This application uses the New York State Internet Security Services of the Office of Information Technology in addition to any obligations arising from acceptance of use policies or terms of service maintained by the New York State Organization. By using this application, you agree not to:

1. Use the application for any purpose that is not consistent with the purpose of the application or the State or its agencies.
2. Use the application for any purpose that is not consistent with the purpose of the application or the State or its agencies.
3. Use the application for any purpose that is not consistent with the purpose of the application or the State or its agencies.
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9. Use the application for any purpose that is not consistent with the purpose of the application or the State or its agencies.
10. Use the application for any purpose that is not consistent with the purpose of the application or the State or its agencies.

Page 16
For My.NY.gov Business accounts if you don't have this entitlement, email BPSS at bpss@mail.nysed.gov with your My.NY.gov user id requesting access.

Note: The services shown may vary

If you currently have BPSS access, the icon will be shown here. Click BPSS

Click Apply for Teacher Permit/License
**Teacher Application Overview**

During the teacher application process, you will be asked for the following information:

- Certification Information
- Education History
- Work Experience and Additional Information
- Moral Character Questions

<table>
<thead>
<tr>
<th>Certification Name</th>
<th>Certificate Type</th>
<th>Status</th>
<th>Application Start Date</th>
<th>Application Submit Date</th>
</tr>
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<tbody>
<tr>
<td>Alexander Technique</td>
<td>Permit</td>
<td>Not Ready For Review</td>
<td>08/11/2014</td>
<td></td>
</tr>
<tr>
<td>Medical Billing &amp; Coding</td>
<td>Full License</td>
<td>Not Ready For Review</td>
<td>07/24/2014</td>
<td></td>
</tr>
</tbody>
</table>

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

**Start A New Application**

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

*Note: if you are continuing an application, you will not see this page.*

**Certificate Pathway Selection**

Before you can view the pathway requirements for a license, please select the type of license from the drop down menus above.
Click on each Requirement for an additional explanation.

Select the button next to the Pathway you choose (more than 1 may be listed)

Click Next
You have successfully added an education.

As each Educational detail is added it will be shown.

Icon Key

- expand Details
- edit information (after edit is complete, click Save)
- remove document
- download document to your computer
Experience and Additional Information

Applicants are required to provide proof of experience and licensure, when applicable, as indicated under the applicable pathway. To review those requirements, please refer back to the requirement list by clicking the back button.

To review acceptable forms and documentation of experience, click here.

In the space provided below, please upload the required documentation of experience and valid licenses or certificates, for your requested area.

Enter Experience information

Click Add

Click Add
Answer all questions. If your answer is "Yes" to any question, provide an explanation in box below question. Upload any supporting documents at the bottom of this page.
If you clicked “yes” to above:

Click Yes or No

Click Next

If you clicked “yes” to above:

Click Choose File
Locate file on computer

Click Upload

Click Next
Important

Your Application is not filed until payment is received.
If you have uploaded a valid license/permit on the previous screen your application payment will be waived, pending the license review.
For those who are not ready to file now or are waiting for license/permit validation, your application has been saved and you may return to the BPSS Home page.
To continue to pay for your application, select the Next button below.

Not making payment, click BPSS Home

Making a payment, click Next

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

Select payment type

Click Next
Important – Please Note

Your application is not filled until payment is received.
To make payment and file your application now, select the 'Process My Payment' button below.
For those who are not ready to file now, the partial application has been saved for your convenience, you may return at any time to complete the application.
If you are having trouble make sure JavaScript is enabled. Find help here.

Payment Information

First Name  
Last Name  
Credit Card Number (required)  
Expiration Date (required)  
CVV Code (required)  

Total amount to be paid: $100.00

Back  
Process My Payment
Cashier's check/Money order 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

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.

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

Applications

<table>
<thead>
<tr>
<th>Application #</th>
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<th>Description</th>
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<tbody>
<tr>
<td>2621119</td>
<td>TEACHAPP</td>
<td>Permit - Alexander Technique - Sue McCumber</td>
<td>08/11/2014</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Click Print
A new window will open

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: 2621119
Client ID: 13543541407813036119
Amount Due: $ 100.00
Description: Teacher Application

DO NOT SEND CASH

Enter Amount Enclosed

Close the window
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 7246
Albany, NY 12224

Please note:

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<td>Permit - Alexander Technique - Sue, McComber</td>
<td>06/11/2014</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Click **Done** or **Logout** or Close window.

Click **Mail payment & payment coupon to this address**