

## Apply for Agent Certificate:

The following information will be needed for an Agent Certificate:

- School Verification Code (provided by School)
- Character Questions
- References & reference form BPSS-18R with your references signature

Login to BPSS from [my.ny.gov](http://my.ny.gov)

Search all of NY.gov

State Agencies

NY.gov ID

Online Services

FAQs

About NY.gov ID

Privacy Policy

Terms of Service

Help Desk Information

Ny.gov ID Call Center (518)-474-7494

NY.gov ID

Sign In

Forgot your Username or Password?

NY.gov ID - Terms of Service

Don't have an Account?

If you do not have an NY.gov ID Username and Password, click the above link to sign up.

Access to online services

Many government services are now available online. An NY.gov ID account provides secure electronic access to these services.

Learn More

Convenience

Access many online services with a single NY.gov ID account.

Learn More

Security

The NY.gov ID Program protects you against unauthorized access to your information.

Learn More

See online services for NY.gov ID

See what sites you can access with an NY.gov ID account

I want to access New York State online services with an NY.gov ID account

GOVERNOR ANDREW M. CUOMO

Adventure License Series

WHAT'S NEW

August 4, 2014 Governor Cuomo, Mayor de Blasio and Congressman Me...

August 4, 2014 Governor Cuomo Announces Latest Round of Recharge...

August 4, 2014 Governor Cuomo Announces Opening of High-Energy Pu...

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Contact Us

Enter Username and password

NY.gov ID

Username:

Password:

Sign In

Forgot your Username or Password?

NY.gov ID - Terms of Service

Click Sign in

### 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 NY.gov for authentication and authorization. In addition to any obligations arising under acceptable use policies or terms of service implemented by NY.gov 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 NY.gov 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.



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

Select A Role

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

- ☐ Public Applications
- ☐ School Administrator
- ☐ School Agent
- ☐ School Director
- ☐ Teacher

Click *Choose Role*

**Choose Role**

**BPSS**

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**Bureau of Proprietary School Supervision**

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(School Agent) Contact BPSS Support Jones School

## BPSS Home

Schools

Director

Agent

Teacher

**BPSS**

Applications

- [Agent Application Status](#)

Payments

- [Pay For Applications](#)

Profile

- [Update Personal Information](#)

Click *Agent Application Status*

BPSS Contact Us New York State Education Department

## Agent Application Overview

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

- School Verification Code (Provided by the school)
- Character Questions
- References and reference form **BPSS-18R** with your references signature.

Click BPSS-18R to download & print form; fill-out and obtain signature.

Show 10 entries

Search:

## Applications In Progress

School Name ▲	Status	Application Start Date	Action
Smith School	Not Ready For Review	08/26/2014	<a href="#">Continue</a>

Showing 1 to 1 of 1

If an application has been started,  
Click *Continue*

Show 10 entries

## Completed Applications

School Name ▲	Status	Application Start Date	Application Submit Date
Jones School	Ready For Review	08/07/2014	08/11/2014

Showing 1 to 1 of 1

[Previous](#)

[Next](#)

## Start A New Application

Enter the **verification code** that the school provided to you:

To begin a new Application, enter the  
verification code your school provided

Code *(required)*

[Back](#)

[Next](#)

Click *Next*

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

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Public, Public Applications

Contact BPSS Support

QUESTIONS

REFERENCES

PICTURE UPLOAD

SIGN

PAYMENT

Answer each question by indicating "Yes" or "No"

You must respond to all questions. Please provide an explanation if you answered "Yes".

Have you ever resigned from a position rather than face disciplinary charges?

☐ Yes
 ☐ No

A maximum of 500 characters is allowed

Have you ever been discharged from employment as a result of disciplinary action?

☐ Yes
 ☐ No

A maximum of 500 characters is allowed

Have you ever been convicted of any crime (felony or misdemeanor)? If yes, submit official copies of court report including disposition of the case.

☐ Yes
 ☐ No

A maximum of 500 characters is allowed

Are you currently under charges for any crime (felony or misdemeanor)?

☐ Yes
 ☐ No

A maximum of 500 characters is allowed

Have you ever had a professional credential revoked, suspended, annulled, or denied?

☐ Yes
 ☐ No

A maximum of 500 characters is allowed

Uploaded Files

File Name	File Type	File Extension	Action
No files have been uploaded			

Upload File

(Upload any supporting documents)

Choose File (required)

Choose File

No file chosen

Please select a pdf, txt, doc, docx, jpg, or png file to upload.

Click *Choose File*  
Locate file on computer

Click *Upload*

Upload

Back

Next

Click *Next* to proceed


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.

Click *Choose File*  
Locate file on computer

Click *Upload*


Click *Next* to proceed

Icon Key



- download document to your computer

-----



- remove document

Reference Certification – provide  
2 references that have filled-out  
& signed form BPSS-18R

## References Certification

The applicant is required to provide two individuals who can certify that you, the applicant, to the best of their knowledge and belief, is ethical and of good moral character. The references cannot be the applicants employer, co-worker, or family.

Please download and return this form [\(BPSS-18R\)](#) with your reference signatures.

The form may be uploaded at the bottom of this page or returned to:

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

Note: By providing the contact information below, you grant the New York State Education Department permission to contact the disclosed individuals in connection with the above

## References

Name	Address	Phone Number	Relationship	Action
No references to display				

## References

Name	Address	Phone Number	Relationship	Action
No references to display				

## Add a Reference

First Name (required)  Last Name (required)

Phone Number (required)  Ext

xxx-xxx-xxxx

Address (required)

Address 2

City (required)  State (required)

Zip (required)

Relationship (required)

Enter Reference information

Click *Add*

Add

Clear

## Uploaded Files

File Extension	Action
No files have been uploaded.	

Upload your completed reference  
form BPSS-18R

## Upload File

(Upload any supporting documents)

Choose File (required)

Choose File

No file chosen

Please select a pdf, txt, doc, docx, jpg, or png file to upload.

Click *Choose File*  
Locate file on computer

Click *Upload*

Upload

Back

Next

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89 Washington Avenue, EBA 560  
Albany, New York 12234

As each Reference is added it will be shown.

Note: By providing the contact information below, you grant the New York State Education Department permission to contact the disclosed individuals in connection with the above

References				
Name	Address	Phone Number	Relationship	Action
John Smith	345 Main Street Albany, NY 12458	518-223-2525	Employer	 
M Jones	1400 Second Street Jonesville, NY 14569	518-447-5566	Employer	 

## Add a Reference

First Name (required)  Last Name (required)

Phone Number (required)  Ext

Address (required)




Address 2

City (required)  State (required)

Zip (required)

Relationship (required)

## Icon Key

-  - edit Reference; after edit is complete, click *Save*
-  - download document to your computer
-  - remove document

Add Clear

Uploaded Files			
File Name	File Type	File Extension	Action
AgentReferencesBPSS-18R	Reference Signature	DOC	 
AgentReferencesBPSS-18R	Reference Signature	DOC	 

## Upload File

(Upload any supporting documents)

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

Upload

Back Next

Click *Next* to proceed

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er (PUBLIC, Public Applications) Contact BPSS Support

QUESTIONS REFERENCES **PICTURE UPLOAD** SIGN PAYMENT

### Agent License Picture Upload

Pursuit to NYSED Commissioner's Regulations: Part 126.12(a), the application must be accompanied by a full-face photograph which are a good likeness of the applicant. Please upload a current picture below.

#### Upload Profile Picture



Choose File

**Choose File** No file chosen

Please select an JPG, GIF or PNG with 120 pixels wide x 120 pixels high image file and click upload button.

Click *Choose File*  
Locate file on computer

Clear Remove Picture **Upload Picture**

Click *Upload Picture*

Back Next

BPSS Contact Us New York State Education Department

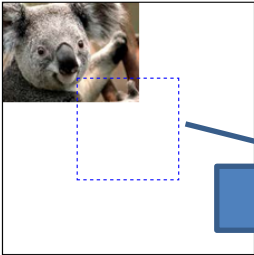
**NOTE:** File type must be in .jpg, .gif or .png formats only.

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QUESTIONS REFERENCES **PICTURE UPLOAD** SIGN PAYMENT



Click and drag image into center box

Use the slider to zoom the image and drag the portion of the image containing your face into the center box.

You can use the arrow keys on your keyboard to adjust the position of the image.

You can move the slider using the keyboard by holding shift and using the left or right arrow keys.

Please click the Save button to change or update your profile picture.

Use the slider bar to adjust size of picture

Click *Save Image*

Upload A Different Image **Save Image**

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If there is a problem with the image,  
click *Upload a Different Image*.  
You will be returned to the Agent License Picture Upload

**NOTE:** The image must fill the center box or the *Save Image* button will not be accessible.



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#### Upload Profile Picture



Choose File  
Choose File No file chosen  
Please select an JPG, GIF or PNG with 120 pixels wide x 120 pixels high image file and click upload button.

Image Uploaded Successfully.

Message will be displayed when upload is successful.

Clear Remove Picture Upload Picture

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*Clear* – will clear the page but not remove the image  
 -----  
*Remove Picture* – will remove the image  
 -----  
*Upload Picture* – will allow you to upload another image

Click *Next* to proceed

**Bureau of Proprietary School Supervision**

Home Search BPSS Logout

(School Agent) Contact BPSS Support Jones School

QUESTIONS REFERENCES PICTURE UPLOAD **SIGN** PAYMENT

### Attestation

I, \_\_\_\_\_, certify that I have read the Rules and Regulations of the Commissioner of Education and that I will act in accordance with and abide by the provisions thereof, that my representation to prospective students shall be free from misrepresentation and fraud, and that I will provide such information as may be required by the Commissioner of Education concerning my activities as an agent within the State of New York.

If I cease to represent the above school or schools, I will return my agent's certificate immediately to the New York State Education Department, Bureau of Proprietary School Supervision.

Under penalties of perjury, I declare and affirm that the statements made in the application, including accompanying statements are true, complete, and correct.

I understand that any false or misleading information in, or in connection with, my application may be cause for denial or loss of licensure.

☒ I agree to the above terms

Read the Attestation and click Checkbox

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Click *Submit*

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[Contact BPSS Support](#)

QUESTIONS

REFERENCES

PICTURE UPLOAD

### 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.

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[BPSS](#) [Contact Us](#) [New York State Education Department](#)

Not ready to make payment?  
click *BPSS Home*

Ready to make payment?  
click *Next*

Note: if the school is making your payment, please tell the director your application is ready.

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(PUBLIC, Public Applications)

[Contact BPSS Support](#)

### Payment Type

BPSS accepts 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

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

Show  entries

Search:

Application Cart		
Application Type ▲	Name	Fee
Agent Application		\$200.00

Showing 1 to 1 of 1

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Click *Next*

[SCHOOL TYPE](#)[INFORMATION](#)[OWNERSHIP](#)[DOCUMENT INFO](#)[UPLOAD](#)[QUESTIONS](#)[SIGN](#)[PAYMENT](#)[QUESTIONS](#)[REFERENCES](#)[PICTURE UPLOAD](#)[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 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](#)

Show 10 entries

Search: 

#### Application Cart

Application Type ▲	Name	Fee
Agent Application	Agent Application	\$200.00

Showing 1 to 1 of 1

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### Payment Information

Enter Credit Card  
Information

First Name

Credit Card Number

Expiration (mm/yy)

Last Name

Security Code

Total amount to be paid: \$200.00

[Back](#)[Process My Payment](#)

Click *Process My Payment*

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Cashier's check/Money order Payment

QUESTIONSREFERENCESPICTURE UPLOADSIGNPAYMENT

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.

Applications				
Application #	Application Type	Description	Application Date	Amount Due
65	AGENTAPP	Agent Application	08/11/2014	\$200.00

Print

Back

Click *Print*  
(A new window will open)

Done

BPSSContact UsNew 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: 65  
Client ID: 13543541407763246555  
Amount Due: \$ 200.00  
Description: Agent Application

Application Type: AGENTAPP  
Application Date: 08/11/2014  
Amount Enclosed: \$ 

Enter Amount Enclosed

DO NOT SEND CASH

Close the window

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coupon to this address

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Applications				
Application #	Application Type	Description	Application Date	Amount Due
65	AGENTAPP	AGENT Application	8/11/2014	\$200.00

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[Done](#)

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Click *Done*

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(School Agent)

[Contact BPSS Support](#)

[Smith School](#)

### BPSS Home



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#### Payments

- [Pay For Applications](#)

#### Profile

- [Update Personal Information](#)

Click *Logout*  
Or  
Close window

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