

# Curriculum Applications

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

- 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](http://My.NY.gov)

The screenshot shows the My.NY.gov Online Services homepage. At the top, there is a search bar and the text "My NY.gov Online Services". Below this, there is a navigation menu on the left with links for "Online Services", "FAQs", "About NY.gov ID", "Privacy Policy", and "Terms of Service". The main content area features a "Sign In" button highlighted with a red box and a callout arrow pointing to it. Below the "Sign In" button, there is a link for "Forgot your Username or Password?" and a "Don't have an Account?" button. On the right side, there is a "Click Sign in" callout box and a "See online services for NY.gov ID" section. At the bottom, there is a "WHAT'S NEW" section with news items dated August 4, 2014, and a "Contact Us" link.

Please login after reading the Acceptable Use Policy below

Enter *Username* and *password*

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 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.

- NY.gov ID**
- Change Password
  - Update My Account
  - About NY.gov ID
  - Privacy Policy
  - Terms of Service

Help Desk Information  
**518-474-7494**  
[List of Agency and Online Services Help Desk Information](#)

Welcome [User Name] You are logged in as [User Name]  
 Last login - Tue Aug 05 08:46 [Log out](#)

**You have access to the following services**



Click *BPSS*

**You can sign up for the following services**

 <b>SLMC</b> Statewide Learning Management System <a href="#">SIGN UP</a>	 <b>Tax Online</b> NYS Tax and Finance Online Services <a href="#">SIGN UP</a>	 <b>Labor Online</b> Department of Labor Online Services <a href="#">SIGN UP</a>
 <b>myamfite</b> NYS OTC myamfite <a href="#">SIGN UP</a>	 <b>mycarv</b> Motor Vehicles Online Services <a href="#">SIGN UP</a>	 <b>License Center - Sig</b> NYS License Center - Sig <a href="#">SIGN UP</a>
 <b>TEACH</b> ED TEACH Certification <a href="#">SIGN UP</a>	 <b>eLicensing - driver</b> NYS eLicensing - driver <a href="#">SIGN UP</a>	 <b>License Center - Test</b> NYS License Center - Test <a href="#">SIGN UP</a>
 <b>eLicensing - Training</b> NYS eLicensing - Training <a href="#">SIGN UP</a>	 <b>NY State of Health</b> The Official Health Plan Marketplace <a href="#">SIGN UP</a>	 <b>eLicensing - M&amp;D</b> NYS eLicensing - M&D <a href="#">SIGN UP</a>

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

## 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

Select the role you would like to sign in as

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

Click *Choose Role*

Choose Role

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 Home

### Administration

- [Assign Administrator Role](#)
- [Associate Additional Schools](#)
- [Generate Employee Verification Code](#)
- [Manage Documents](#)
- [Manage Enrollment Agreements](#)

### Inquiry

- [Teacher School Association](#)
- [View Curriculum Information](#)
- [View School Employees](#)
- [View School Information](#)

### Profile

- [Update Personal Information](#)

### Applications

- [Curriculum Amendments/Renewals](#)
- [Curriculum Applications](#)
- [School License Renewal Application](#)
- [School Move Request](#)
- [School Name Change](#)

### Payments

- [Pay For Applications](#)

Click *Curriculum Applications*

### Curriculum 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	<a href="#">Continue</a>
Home Health Aide	Not Ready For Review	08/05/2014	<a href="#">Continue</a>

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 Curriculum Application

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

To start a New Application, click *Next*

[Back](#)

[Next](#)

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

Curriculum selection

Select Curriculum Category (required)

----Select----

Select Curriculum Sub Type (required)

----Select----

Curriculum Information

Title of Curriculum (required)

Required Instructional Hours

0.0

Additional Instructional Hours (required)

0.0

Total Instructional Hours

0.00

Definition of One Instructional Hour (required)

----Select----

Method of Instruction (required)

----Select----

Language of Instruction (required)

----Select----

Entrance Requirements (required)

----Select----

Other entrance requirements

Ability To Benefit Exam

Ability To Benefit score

Curriculum specific graduation requirement

Is this curriculum eligible for TAP? (required)

- Yes
- No

ESL Requirements

Placement Test Name

Enter score

0

Exit score

0

Enter curriculum information

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Next

Click Next

- Information
- Outline**
- Coursework
- Textbooks
- Equipment
- Chill List
- Disclosure
- Affiliation
- Signature
- Payment

### Outline

All of the following must be completed for approval of the selected course:

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

Back

Click *Next*

Next



Coursework - Currently entered 0.0 of 50.0 coursework hours.

Show 10 entries

Search:

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

Showing 0 to 0 of 0 entries

Previous Next

Show 10 entries

Search:

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

Showing 0 to 0 of 0 entries

Previous Next

### Add A Course

Course/Unit Title (required)

Enter Coursework Information

Hours (required)

0.0

Course Type (required)

----Select----

Add

Clear

Click Add

Show 10 entries

Search:

Coursework Uploaded Files		
File Name ▲	File Type	Action
No data available in table		

Showing 0 to 0 of 0 entries

Previous Next

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.

Click Choose File  
Locate file on computer

Upload

Click Upload

Back

Next

You have successfully added coursework for this curriculum.

Message will be shown when Coursework has been added



Coursework - Currently entered 50.0 of 50.0 coursework hours.

Show 10 entries

Search:

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

Showing 0 to 0 of 0 entries

Previous Next

Show 10 entries

All Courses will be listed here.

Search:

Additional Coursework			
Course/Unit Title	Hours	Course Type	Action
Computer Prep	50.0	Skill	

Showing 1 to 1 of 1

Previous Next

### Add A Course

Course/Unit Title (required)

Hours (required)

### Icon Key



- edit information, make changes & click Save



- remove information



- download file to your computer

Show 10 entries

Search:

Coursework Uploaded Files		
File Name ▲	File Type	Action
Course Content Outline.docx	Course Work Details	

Showing 1 to 1 of 1

Previous Next

All Coursework Uploaded files will be listed here.

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

No file chosen

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

Click *Next*

## 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	Publisher	Action
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

## Add a Textbook/Instructional Aid

Course Title (required)

--Select--

Publisher (required)

Title (required)

Year Published (required)

---Select---

Add

Clear

Click Add

Back

Next

Message will be shown when information has been added

You have successfully added a textbook to this curriculum.



### 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

Textbooks			
Course ▲	Title	Publisher	Action
Computer Prep	Computer Prep	Mason	 

Showing 1 to 1 of 1

Previous Next

### Add a Textbook/Instructional Aid

Course Title (required) <input type="text" value="--Select--"/>	Title (required) <input type="text"/>
Publisher (required) <input type="text"/>	Year Published (required) <input type="text" value="----Select----"/>

Add Clear

Back

Next

Click Next

### 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

Please add any additional equipment as needed

Enter any additional equipment for coursework

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

Equipment Description

----Select----


Quantity

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

Accepts / - , & ()

Click Add

Message will be shown when equipment has been added

 You have successfully added equipment.



### 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.**

Any additional equipment will be listed here

#### User Added Equipment List

S.No	Equipment Description	Quantity	Action
1	Cups(drinking cup)	1	 

Please add any additional equipment as needed

Equipment Description Quantity

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

Accepts / - , & ( )

Click *Next*

**Bureau of Proprietary School Supervision**

Home Search BPSS Logout

(School Administrator) Contact BPSS Support SMITH SCHOOL

Information Outline Coursework Textbooks Equipment **Skill List** Disclosure Affiliation Signature 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**

*There are no required skill lists for this curriculum.*

Back **Next**

BPSS Contact Us New York State Education Department

This screen applies only to the Allied Health field

Click Next

**ALLIED HEALTH FIELD ONLY:**

**Bureau of Proprietary School Supervision**

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(School Administrator) Contact BPSS Support SMITH SCHOOL

Information Outline Coursework Textbooks Equipment **Skill List** Disclosure Affiliation Signature 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		Action
Skill List ▲		
HHA checklists (BPSS Health form 104a)		

Showing 1 to 1 of 1

Previous Next

Back **Next**

BPSS Contact Us New York State Education Department

Click print form and put in student's folder

Click Next

**Bureau of Proprietary School Supervision**

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(School Administrator) Contact BPSS Support SMITH SCHOOL

Information Outline Coursework Textbooks Equipment Skill List **Disclosure** Affiliation Signature Payment

### Student Disclosure

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

Back Click *Next* **Next**

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**Bureau of Proprietary School Supervision**

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(School Administrator) Contact BPSS Support SMITH SCHOOL

Information Outline Coursework Textbooks Equipment Skill List Disclosure **Affiliation** Signature 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.

- [AFFILIATION AGREEMENT REQUIREMENTS](#) This link will open the Affiliation Agreement Requirements form

Show 10 entries Search:

Uploaded Affiliation Agreements		
File Name ▲	File Type	Action
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

### Upload File

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

Choose File Choose File No file chosen Click *Upload*

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

Upload

Back Click *Next* to proceed **Next**

BPSS Contact Us New York State Education Department



Bureau of Proprietary School Supervision

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(School Administrator) Contact BPSS Support SMITH SCHOOL

Information Outline Coursework Textbooks Equipment Skill List Disclosure Affiliation **Signature** Payment

Attestation

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

Back Submit

BPSS Contact Us New York State Education Department

Click Submit

## Payment and fees

**New Curriculum** - No evaluation will be done without the appropriate fee having been submitted. (No fee is required for personal enrichment and some other programs described in PG 31-1212.) If no fee is required, send an email to [bpss@mail.nysed.gov](mailto:bpss@mail.nysed.gov) and provide the name of the school, name of the curriculum, date of submission and reason why no fee is due.

**Reapprovals** - No fee is required if there has been no change or if the change is minor as described in PG 31-1212. In that case, send an email to [bpss@mail.nysed.gov](mailto:bpss@mail.nysed.gov) and provide the name of the school, name of the curriculum, date of submission and reason why no fee is due.

**Amendments** – Upload a cover letter under curriculum outline indicating all changes made in the course/curriculum. (No fee is required for personal enrichment and some other programs described in PG 31-1212.) If no fee is required, send an email to [bpss@mail.nysed.gov](mailto:bpss@mail.nysed.gov) and provide the name of the school, name of the curriculum, date of submission and reason why no fee is due.

**Bureau of Proprietary School Supervision**

Home Search BPSS Logout (School Administrator) Contact BPSS Support SMITH SCHOOL

Information Outline Coursework Textbooks Equipment Skill List Disclosure Affiliation Signature **Payment**

**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.

Back **Next**

BPSS Contact Us New York State Education Department

**Not making a payment? Click BPSS Home**

**Making a payment? Click Next**

**Bureau of Proprietary School Supervision**

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**Payment Type**

**i Important**

All payments over \$5,000.00 must be paid for by check.

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 **Select payment type**

Pay by Check / Money Order

Show 10 entries Search:

Application Cart		
Application Type ▲	Description	Fee
Curriculum Application	Nationally Recognized Vendor - ComputerPREP	\$100.00

Showing 1 to 1 of 1 Previous Next

Back **Next**

BPSS Contact Us New York State Education Department

**Click Next**

- Information
- Outline
- Coursework
- Textbooks
- Equipment
- Skill List
- Disclosure
- Affiliation
- Signature
- 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	Nationally Recognized Vendor - ComputerPREP	\$100.00


Showing 1 to 1 of 1

Previous Next

Payment Information

Enter Credit Card Information

First Name  Last Name

Credit Card Number (required)  

Expiration Date (required)  CV2 Code (required)  

MMYY

Total amount to be paid: **\$100.00**

Back

Click *Process MyPayment*

Process My 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
458	CURRAPP	Nationally Recognized Vendor - ComputerPREP	01/20/2015	\$100.00

Click *Print*  
A new window will open

Print

Back

Done

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

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

<b>Mail payments to:</b> 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: \$ _____
<b>DO NOT SEND CASH</b>	

Enter Amount Enclosed

Close the window

# Bureau of Proprietary School Supervision

Home Search BPSS Logout

(School Administrator)

Contact BPSS Support

SMITH SCHOOL

- Information
- Outline
- Coursework
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- Skill List
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- Payment

## Instructions

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## Applications

Application #	Application Type	Description	Application Date	Fee
458	CURRAPP	Nationally Recognized Vendor - ComputerPREP	01/20/2015	\$100.00

Print

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Click Done

Done

BPSS Contact Us New York State Education Department

# Bureau of Proprietary School Supervision

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(School Administrator)

Contact BPSS Support

ABC ART SCHOOL

## BPSS Home

### Administration

- Assign Administrator Role
- Associate Additional Schools
- Generate Employee Verification Code
- Manage Documents
- Manage Enrollment Agreements
- Curriculum Amendments/Renewals
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- School Name Change

### Inquiry

- Teacher School Association
- View Curriculum Information
- View School Employees
- View School Information

### Payments

- Pay For Applications

### Profile

- Update Personal Information

Click Logout or Close window

BPSS Contact Us New York State Education Department