

## Director Application Status:

The following information will be needed for a Director's Permit/License:

- School Verification Code (provided by School)
- Character Questions
- Education History
- Work Experience

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

My NY.gov Online Services

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

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

GOVERNOR ANDREW M. CUOMO

Adventure License Series

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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


Please login after reading the Acceptable Use Policy below

### 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 revoke, 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.



Search all of NY.gov

My NY.gov Online Services

State Agencies

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], You are logged in as -

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

 <div>SLMC Statewide Learning Management System</div> <div>SIGN UP</div>	 <div>Tax Online NYS Tax and Finance Online Services</div> <div>SIGN UP</div>	 <div>Labor Online Department of Labor Online Services</div> <div>SIGN UP</div>
 <div>myBenefits NYS ODA myBenefits</div> <div>SIGN UP</div>	 <div>MyDMV Motor Vehicles Online Services</div> <div>SIGN UP</div>	 <div>License Center - All NYS License Center - All</div> <div>SIGN UP</div>
 <div>TEACH SED TEACH Certification</div> <div>SIGN UP</div>	 <div>eLicensing - dev NYS eLicensing - dev</div> <div>SIGN UP</div>	 <div>License Center - Test NYS License Center - Test</div> <div>SIGN UP</div>
 <div>eLicensing - Training NYS eLicensing - Training</div> <div>SIGN UP</div>	 <div>NY State of Health The Official Health Plan Marketplace</div> <div>SIGN UP</div>	 <div>eLicensing - M&amp;O NYS eLicensing - M&amp;O UAT</div> <div>SIGN UP</div>

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Contact Us

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*

**BPSS**

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

Select the role you would like to sign in as

Choose Role

**Bureau of Proprietary School Supervision**

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(School Director) Contact BPSS Support Jones School

## BPSS Home

Schools

Director

Agent

Teacher

**BPSS**

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Applications

- [Director Application Status](#)

Payments

- [Pay For Applications](#)

Profile

- [Update Personal Information](#)

Click *Director Application Status*

## Director Application Overview

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

- School Verification Code (Provided by the school)
- Character Questions
- Education History
- Work Experience

Show 1e entries

Search:

Applications In Progress			
School Name ▲	Status	Application Start Date	Action
Jones School	Not Ready For Review	08/07/2014	<a href="#">Continue</a>

Showing 1 to 1 of 1

[Previous](#) [Next](#)

If an application has been started,  
Click *Continue*

## Start A New Application

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

Code *(required)*

For a new application, enter the verification  
code your school provided

[Back](#)

[Next](#)

Click *Next*

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

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

Do you now or have you ever held a licensed private career school teacher permit or license?

- ☐ Yes  
☐ No

A maximum of 500 characters is allowed

Do you now or have you ever held a private trade or registered private business school teacher permit or license?

- ☐ Yes  
☐ No

A maximum of 500 characters is allowed

Uploaded Files

File Name	File Type	File Extension	Action
-----------	-----------	----------------	--------

No files have been uploaded

Click *Choose File*  
Locate file on computer

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.

Click *Upload*

Click *Next* to proceed

**Bureau of Proprietary School Supervision**

Home Search BPSS Logout

ir (PUBLIC, Public Applications) Contact BPSS Support

QUESTIONS EDUCATION EXPERIENCE SIGN PAYMENT

Display 10 records

Educational Details				
Institution	Degree	Major	Country	Action
No Educational Information				

Showing 1 to 1 of 1

Previous Next

**Add Education Details Including High School or Equivalency**

Country (required) UNITED STATES OF AMERICA State (required) ----Select----

Degree (required) ----Select----

Institution ----Select----

Major ----Select----

Number of Credits Degree Received Date

Attended From (required) Attended To (required)

Click *Add* after entering each detail

Add Clear

**Uploaded Educational Files**

File Name	File Type	File Extension	Action
No Files have been uploaded.			

Upload File

(Upload Diploma/Degree/University Transcript or Photocopy of high school diploma/CED)

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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
## Icon Key



	- show information
	- edit information
	- download document to your computer
	- remove information

As each Education Detail is added, it will be shown.

EDUCATION				
QUESTIONS	EDUCATION	EXPERIENCE	SIGN	PAYMENT
Display 10 records				
Educational Details				
Institution	Degree	Major	Country	Action
Albany High School	High School Diploma Or Ged	None	UNITED STATES OF AMERICA	  
SUNY ALBANY	Associate Level	Business	UNITED STATES OF AMERICA	  
Showing 1 to 2 of 2				
 				

## Add Education Details Including High School or Equivalency


Country (required) UNITED STATES OF AMERICA	State (required) -----Select-----
Degree (required) -----Select-----	
Institution -----Select-----	If your Institution is not in the drop down, enter it here <input type="text"/>
Major -----Select-----	
Number of Credits <input type="text"/>	Degree Received Date <input type="text"/>
Attended From (required) <input type="text"/>	Attended To (required) <input type="text"/>
 	

Uploaded Educational Files			
File Name	File Type	File Extension	Action
Diploma	Education Transcript	DOCX	 

## Upload File

(Upload Diploma/Degree/University Transcript or Photocopy of high school diploma/GED)

Choose File (required)

 No file chosen

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

File Uploaded Successfully



You will receive a message when file has been uploaded.

Click *Next* to proceed

Bureau of Proprietary School Supervision

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[Search BPSS](#)
[Logout](#)

(PUBLIC, Public Applications)
Contact BPSS Support

QUESTIONS

EDUCATION

EXPERIENCE

Experience and Additional Information

An appropriate baccalaureate degree in business administration, educational administration, or public administration may be substituted for the five years of experience. If you do not have one, you must provide a total of five years of verifiable experience in teaching, administration or supervision, and/or appropriate verifiable employment in one or more of the courses taught at the school.

Display
10
records

Type	Name	Title	Action
No Experience has been added			

Showing 1 to 1 of 1

PreviousNext

Documentation

Type (required)  
-----Select-----

Description of form (required)

Title

Start Date (required)  
  
(mm/dd/yyyy)

End Date  
  
(mm/dd/yyyy)

Description of Duties (if applicable)

Address

Street Address

Street Address 2

City
State  
-----Select-----

Zip

Click Add after entering information

AddCancel

Upload all documents to verify your Experience

Upload File

Attach original letters from employers listed above verifying experience

Choose File (required)
Choose File
to file chosen  
Please select a pdf, txt, doc, docx, jpg, or png file to upload.

Click Choose File  
Locate file on computer

Click Upload

Uploaded Experience Information

File Type	File Extension	Action
No files have been uploaded.		

BackNext






## Experience and Additional Information

An appropriate baccalaureate degree in business administration, educational administration, or public administration may be substituted for the five years of experience. If you do not have one, you must provide a total of five years of verifiable experience in teaching, administration or supervision, and/or appropriate verifiable employment in one or more of the courses taught at the school.

As each Experience detail is added, it will be shown.

Display 10 records

Details			
Type	Name	Title	Action
Administrative/Supervisory	Administration		  

Showing 1 to 1 of 1

Previous

Next

## Documentation

Type (required)

----Select----

Description of form (required)

Title

Start Date (required)

(mm/dd/yyyy)

Description of Duties (if applicable)

End Date

(mm/dd/yyyy)

## Address

Street Address

Street Address 2

City



State

Zip

Add

Cancel

## Uploaded Experience Information

File Name	File Type	File Extension	Action
Experience	Experience Transcript	DOCX	 

## Upload File

Attach original letters from employers listed above verifying experience

Choose File (required)

Choose File

No file chosen

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

File Uploaded Successfully

You will receive a message  
when file has been uploaded.

Upload

Back

Next

Click Next to proceed

**Bureau of Proprietary School Supervision**

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(School Director) Contact BPSS Support Jones School

QUESTIONS EXPERIENCE **SIGN** PAYMENT

**Attestation**

I, \_\_\_\_\_, certify to the best of my knowledge, that as the applicant, herein is able to meet the educational qualifications and/or practical experience required for licensure as set forth in Commissioner's Regulations for the license area(s) requested.

☐ I agree to the above terms

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Click *Submit*

Submit

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**Bureau of Proprietary School Supervision**

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r (PUBLIC, Public Applications) Contact BPSS Support

SCHOOL TYPE INFORMATION OWNERSHIP DOCUMENT INFO **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.

Back **Next**

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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

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

Select payment type

Show 10 entries

Search:

Application Cart

Application Type ▲	Name	Fee
Director Application		\$50.00

Showing 1 to 1 of 1

PreviousNext

Click Next

BackNext

BPSS

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New York State Education Department

Bureau of Proprietary School Supervision

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(School Director)

Contact BPSS Support

Jones School

SCHOOL TYPE

INFORMATION

OWNERSHIP

DOCUMENT INFO

UPLOAD

QUESTIONS

SIGN

PAYMENT

QUESTIONS

EDUCATION

EXPERIENCE

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 ▲	Description	Fee
Director Application	Jones School - Sue . McCumber	\$50.00

Showing 1 to 1 of 1

PreviousNext

Payment Information

Enter Credit Card Information

First Name

Credit Card Number

Expiration (mm/yy)

Total amount to be paid: \$050.00

Last Name

Security Code

Click Process My Payment

BackProcess My Payment

BPSS

Contact Us

New York State Education Department

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## 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	Amount Due
91	DIRAPP	Director Application	08/07/2014	\$50.00

[Print](#)[Back](#)

Click *Print*  
A new window will open

[Done](#)

Print the payment coupon  
This needs to be mailed in 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: 91  
Client ID: 13543541407435283814  
Amount Due: \$ 50.00  
Description: Director Application

Application Type: DIRAPP  
Application Date: 08/07/2014  
Amount Enclosed: \$ \_\_\_\_\_

**DO NOT SEND CASH**

Enter Amount Enclosed

Close the window

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(PUBLIC, Public Applications)

[Contact BPSS Support](#)

QUESTIONS

EDUCATION

EXPERIENCE

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.

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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 payment & 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	Amount Due
91	DIRAPP	Director Application	08/07/2014	\$50.00

Print

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Click *Done*

Done

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## Bureau of Proprietary School Supervision

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(School Director)

[Contact BPSS Support](#)

Jones School

### BPSS Home



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#### Payments

- [Pay For Applications](#)

#### Profile

- [Update Personal Information](#)

Click *Logout*  
Or  
Close window

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