



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK ALBANY, NY 12234

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES

Licensing Unit

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

Web: www.acces.nysed.gov/bpss/

April 11, 2024

MEMO TO THE FIELD

To: All School BPSS Licensed Teachers

From: BPSS Licensing Unit

RE: Use of BPSS Teaching License

The following guidance is for all BPSS Licensed Teachers.

The Bureau has received reports indicating that Private Career School Teacher Licenses are being utilized beyond the purposes of BPSS-licensed private career schools.

As a reminder, it is imperative to recognize that Private Career School Teacher Licenses hold validity exclusively within private career schools sanctioned by the Bureau of Proprietary School Supervision (BPSS). These licenses are not intended for use by individuals to offer or promote training outside of a licensed private career school environment. Furthermore, they do not serve to validate or authorize the teaching capabilities of the instructor beyond confirming their eligibility to teach the specified subject within a BPSS-licensed private career school.

Utilizing a Private Career School Teacher License outside of a licensed private career school constitutes a direct violation of Section 126.6(c)(1) of the Commissioner's regulations, which warrants imposing disciplinary measures. Such actions may entail the imposition of civil penalties (fines) and consequently revocation of the individual's Private Career School Teacher License.

Please be advised that this email is being disseminated to ALL Private Career School Teacher License holders. Direct inquiries to this correspondence will not receive a response.

License status or inquiries are to be sent to BPSSteachers@nysed.gov