



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

**OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES**

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

Tel: (518) 474-3969  
Fax: (518) 473-3644  
Email: [BPSS@nysed.gov](mailto:BPSS@nysed.gov)  
Web: [www.acces.nysed.gov/bpss/](http://www.acces.nysed.gov/bpss/)

August 19, 2025

**MEMO TO THE FIELD**

**To:** All School Directors with Personal Care Aide (PCA) and Home Health Aide (HHA) Training Programs

**From:** Bureau of Proprietary School Supervision (BPSS)

**RE: Addendum to the Enrollment Agreement for Personal Care Aide (PCA) and Home Health Aide HHA Programs**

The following guidance is for schools licensed by BPSS that are approved to provide NYS Department of Health (DOH) curriculum, specifically Personal Care Aide (PCA) and Home Health Aide (HHA).

**Effective immediately, all students enrolled in a PCA or HHA programs MUST have a copy of the completed PCA/ HHA addendum in their student file.**

The New York State Education Department's Bureau of Proprietary School Supervision (BPSS), in collaboration with the New York State Department of Health (DOH), requires all BPSS-approved Home Health Aide (HHA) and Personal Care Aide (PCA) training programs to retain a copy of the completed and reviewed addendum, signed by both the student and a BPSS-certified agent, at the time of enrollment and prior to the start of instruction. This measure is intended to ensure that all BPSS-approved PCA and HHA programs remain in full compliance with both DOH and BPSS regulations, as listed below:

Education Law §5002 and 8 NYCRR part 126.7(a) require all conditions for enrollment in or completion of a curriculum or course shall be set forth in an enrollment agreement which shall be fully completed, dated and signed by both an authorized agent of the school and the student prior to the time instruction begins.

10 NYCRR part 403.4 requires state approved education or training programs, within 10 business days after the written sworn statement described in subsection (a)(6) of this section has been executed by the senior official of the entity, print and sign the certificate of successful completion generated by the Department and provide a copy of the signed certificate to the trainee.

As of the date of this memorandum, all BPSS schools offering PCA and/or HHA training programs are required to ensure that the designated addendum is reviewed and completed by both the student and a BPSS-certified agent at the time the enrollment agreement is signed, and before instruction begins. Schools are not required to obtain the addendum for classes that began before August 18, 2025. This requirement applies only to students enrolling in classes starting on or after the date of this memo.

Students must review each item on the addendum with the BPSS certified agent, printing their name on each line as each point is discussed. All required signatures on page 2 must be completed in full. If a student refuses to sign the document, any deposits must be refunded in full, and the student's enrollment must be withdrawn. All addenda will be filed in the student record.

After reviewing this memo and the addendums in their entirety, schools should contact their assigned field associate with any questions.

[end]