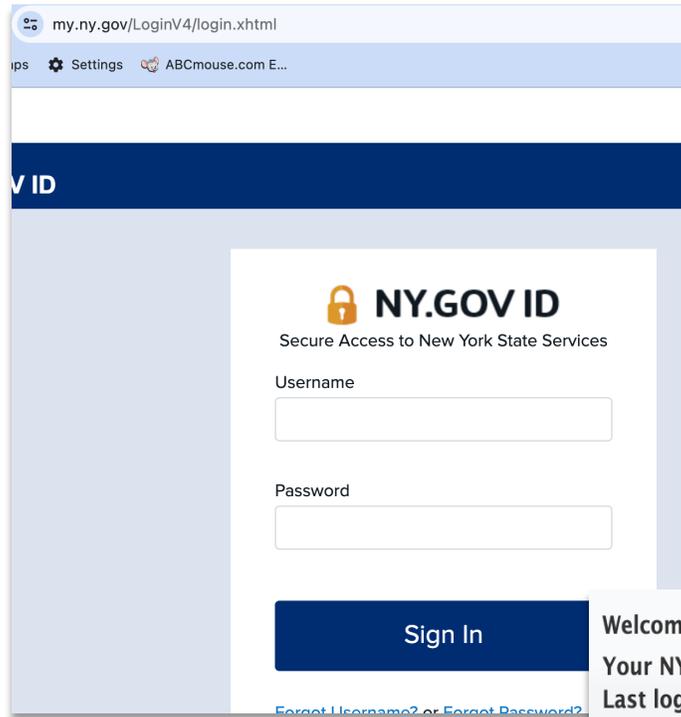


BPSS Curriculum

New Curriculum Application Instructions

Log in to BPSS Portal



my.ny.gov/LoginV4/login.xhtml

Settings ABCmouse.com E...

NY.GOV ID

NY.GOV ID
Secure Access to New York State Services

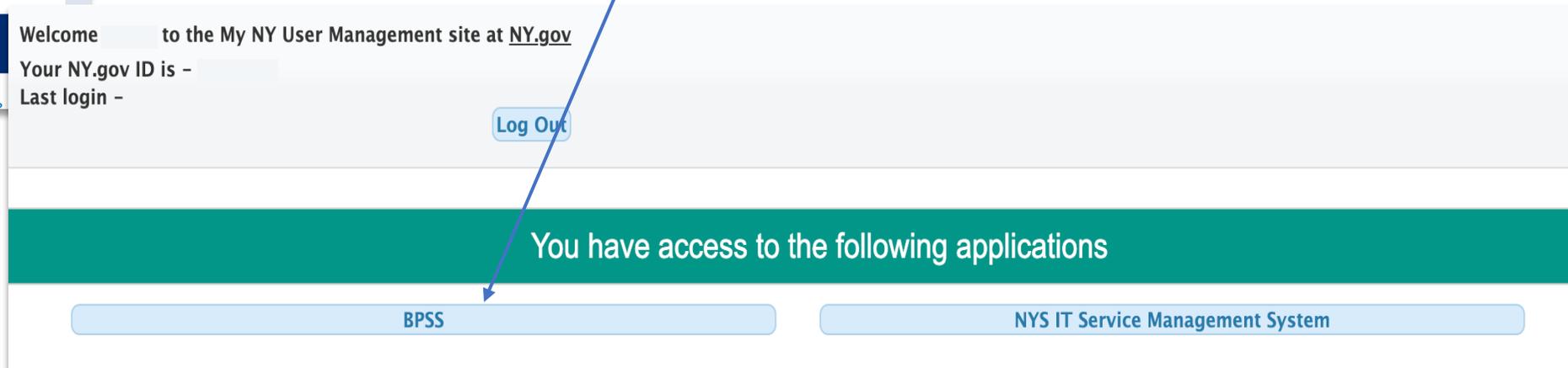
Username

Password

Sign In

[Forgot Username?](#) or [Forgot Password?](#)

1. Log in to your PERSONAL my.ny.gov account
2. Select "BPSS" from your options



Welcome [redacted] to the My NY User Management site at [NY.gov](#)

Your NY.gov ID is - [redacted]

Last login - [redacted]

[Log Out](#)

You have access to the following applications

BPSS	NYS IT Service Management System
----------------------	--

Select Role

1. Log in to your my.ny.gov account
2. Select "BPSS" from your options
3. Select the correct role ("school administrator")

<https://eservices.nysed.gov/bpss/bpssex/BPSSLoginRoleAction.do>

Bureau of Proprietary School Supervision

Home Search BPSS Help Logout

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

Choose Role

BPSS Contact Us New York State Education Department

Select School

1. Log in to your my.ny.gov account
2. Select "BPSS" from your options
3. Select the correct role ("school administrator")
4. Select the school

Bureau of Proprietary School Supervision

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

(School Administrator) [Contact BPSS Support](#)

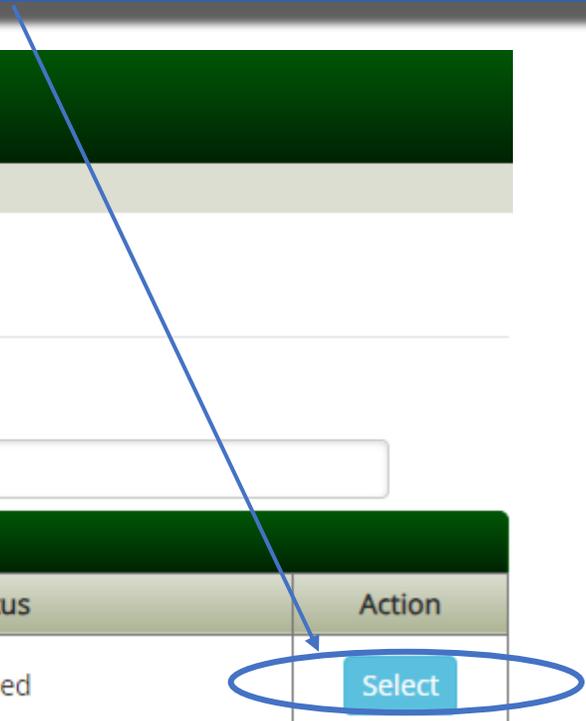
Please select the school you would like to manage

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

Show entries

Search:

School List				
School Name	Address	Type	Status	Action
ITS TEST SCHOOL 2		ESL School	Issued	Select



Select Curriculum Applications

Bureau of Proprietary School Supervision

Home Search BPSS Help Logout

School Administrator) Contact BPSS Support ITS TEST SCHOOL 2

BPSS Home

Administration

- Surrender Active Certificates
- Manage Enrollment Agreements
- Assign Administrator Role
- Generate Employee Verification Code
- Manage Documents
- Manage School Accreditations

Applications

- Curriculum Amendments/Renewals
- Curriculum Applications
- Occupational Education Data Survey (OEDS)
- School License Renewal Application
- School Move Request
- School Name Change

Finance

- Annual Financial Reporting

Inquiry

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

Payments

- Pay Fines
- Pay For Applications
- Pay For School Assessment

Profile

- Update Personal Information

BPSS Contact Us New York State Education Department

5. Select the type of application you need
- **New** – start or edit an application for a new curriculum

Accessing the application

6. New curriculum:

- To start a new application, click "new" at the bottom of the screen
- To edit a new application you have started click "continue" next to the title.

Bureau of Proprietary School Supervision

Home Search BPSS Help Logout

(School Administrator) Contact BPSS Support

Curriculum Application Overview

The following information will be asked for during 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)

Show 10 entries Search:

Applications in Progress			
Curriculum Name	Status	Application Start Date	Action
hybrid	Not Ready For Review	05/30/2023	Continue
Eric	Not Ready For Review	03/07/2023	Continue
Nail Specialty	Not Ready For Review	02/10/2023	Continue
CMA	Not Ready For Review	12/08/2022	Continue

Start A New Curriculum Application

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

Back Start new application **Next**

Information

Information Outline Coursework Textbooks Equipment Skill List Disclosure Affiliation Signature Payment

Curriculum selection

Select Curriculum Category (required)

School Defined

Curriculum Information

Title of Curriculum (required)

hybrid

Required Instructional Hours: 0.0

Additional Instructional Hours (required): 480.0

Total Instructional Hours: 480.00

Definition of One Instructional Hour (required): 60 Minutes

Method of Instruction (required): Distance Ed.

Language of Instruction (required): English

Entrance Requirements (required): HIGH SCHOOL/GED/TASC

Other entrance requirements:

Ability To Benefit Exam:

Ability To Benefit score:

Occupational Objective:

Is this curriculum eligible for TAP? (required)

Yes

No

Is this curriculum occupational or non-occupational? (required)

Occupational

Non-Occupational: a course for personal enrichment or self-improvement with no occupational performance objective and under 40 hours in length

ESL Requirements

Placement Test Name:

Enter score: 0

Exit score: 0

Back Next

7. Select curriculum category from drop down

8. Select sub-type from drop down

9. Enter curriculum title

- Title should be simple
- Title should be descriptive

Information, cont.

Information Outline Coursework Textbooks Equipment Skill List Disclosure Affiliation Signature Payment

Curriculum selection

Select Curriculum Category (required)
School Defined

Select Curriculum Sub Type (required)
---Select---

Curriculum Information

Title of Curriculum (required)
hybrid

Required Instructional Hours: 0.0 Additional Instructional Hours (required): 480.0 Total Instructional Hours: 480.00

Definition of One Instructional Hour (required)
60 Minutes

Method of Instruction (required)
Distance Ed.

Language of Instruction (required)
English

Entrance Requirements (required)
HIGH SCHOOL/GED/TASC

Other entrance requirements

Ability To Benefit Exam

Ability To Benefit score

Occupational Objective

Is this curriculum eligible for TAP? (required)
 Yes
 No

Is this curriculum occupational or non-occupational? (required)
 Occupational
 Non-Occupational: a course for personal enrichment or self-improvement with no occupational performance objective and under 40 hours in length

ESL Requirements

Placement Test Name

Enter score: 0 Exit score: 0

Back Next

10. Enter curriculum hours

- Mandated curricula will have required hours entered
- School defined, National Vendor and ESL curricula will have all hours entered under “additional instructional hours”

11. Define instructional hour: between 50 and 60 minutes

Information, cont.

Information Outline Coursework Textbooks Equipment Skill List Disclosure Affiliation Signature Payment

Curriculum selection

Select Curriculum Category (required)
School Defined

Select Curriculum Sub Type (required)
---Select---

Curriculum Information

Title of Curriculum (required)
hybrid

Required Instructional Hours
0.0

Additional Instructional Hours (required)
480.0

Total Instructional Hours
480.00

Definition of One Instructional Hour (required)
60 Minutes

Method of Instruction (required)
Distance Ed.

Language of Instruction (required)
English

Entrance Requirements (required)
HIGH SCHOOL/GED/TASC

Ability To Benefit Exam
Benefit score

Occupational Objective

Is this curriculum eligible for TAP? (required)
 Yes
 No

Is this curriculum occupational or non-occupational? (required)
 Occupational
 Non-Occupational: a course for personal enrichment

ESL Requirements

Placement Test Name

Entrance score
0

Exit score
0

Back Next

12. Select method of instruction from drop down

- Classroom – class meets live on campus
- Distance Ed. – all (online) or some (hybrid) classes are offered through live, online platform
- Individual – this option should not be selected; contact us with questions.

13. Choose language of instruction from drop down

- If language of instruction is other than English (LOTE), you must provide the following
 - Translation of the original curriculum into LOTE
 - Translated equipment list
 - Notarized affidavit of translation

Information, cont.

Information Outline Coursework Textbooks Equipment Skill List Disclosure Affiliation Signature Payment

Curriculum selection

Select Curriculum Category (required)
School Defined

Select Curriculum Sub Type (required)
---Select---

Curriculum Information

Title of Curriculum (required)
hybrid

Required Instructional Hours
0.0

Additional Instructional Hours (required)
480.0

Total Instructional Hours
480.00

Definition of One Instructional Hour (required)
60 Minutes

Method of Instruction (required)
Distance Ed.

Language of Instruction (required)
English

Entrance Requirements (required)
HIGH SCHOOL/GED/TASC

Other entrance requirements

Ability To Benefit Exam
Ability To Benefit score

Occupational Objective

Is this curriculum eligible for TAP? (required)
 Yes
 No

Is this curriculum occupational or non-occupational? (required)
 Occupational
 Non-Occupational: a course for personal enrichment or self-improvement with no occupational performance objective and under 40 hours in length

ESL Requirements

Placement Test Name

Enter score
0

Exit score
0

Back Next

14. Select entrance requirements from drop down

- Entrance requirements must be appropriate for level of instruction
- If relevant, ATB exam must be identified and minimum score stated
- ESL curriculum – you must provide placement test with entrance and exit scores
- Enter other entrance requirements as relevant

15. TAP eligibility – please select “no” (most curriculum will not be TAP eligible)

16. Select whether curriculum is or is not occupational

Outline

17. Outline tab

- Information for you – please read this page.
- Click “next”

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

Outline

All of the following must be completed prior to offer the course to students:

- Identify all hours
- Identify all texts, including e-books that will be used
- Provide all equipment required to teach the class, including any equipment the student is required to but (if applicable)
- Provide an approved Affiliation Agreement (if applicable)
- Have a BPSS approved director.
- Pay the processing fee (\$100 for less than 100 hours or \$250 for 100 hours or more) Note: The above fee does not include outside evaluator fee (if applicable)

Back Next

Coursework

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

Coursework - Currently entered 480.0 of 480.0 coursework hours.

If this curriculum was previously approved, in addition to the filling out the information below; please upload the complete previously approved curriculum below.

Required Coursework

Course/Unit Title	Hours	Course Type
-------------------	-------	-------------

Additional Coursework

Course/Unit Title	Hours	Course Type	Action
ghg	80.0	Theory	
vvv	200.0	Theory	
ccccc	200.0	Theory	

Add A Course

Course/Unit Title **(required)**

Hours **(required)**

Course Type **(required)**

Show 10 entries

Coursework

File Name

Showing 0 to 0 of 0 entries

File Guidelines

- The maximum file size for uploads is **100MB**.
- Only **PDF, TXT, DOC, DOCX, JPG, PNG, TIFF** file types are allowed.
- You can **drag & drop** files from your desktop on this webpage.

18. Coursework tab

- Course/unit breakdown and hours
 - Curriculum must be broken down into courses or units
- Upload attachments to coursework using “add files”
 - **BPSS-30** – required
 - **Skills checklist** – required for curricula with internships
 - **Curriculum outlines** – may be uploaded separately
- Click “next”

Coursework - Currently entered 480.0 of 480.0 coursework hours.

If this curriculum was previously approved, in addition to the filling out the information below; please upload the complete previously approved curriculum below.

Required Coursework			
Course/Unit Title	Hours	Course Type	
Additional Coursework			
Course/Unit Title	Hours	Course Type	Action
ghg	80.0	Theory	
vvv	200.0	Theory	
ccccc	200.0	Theory	

All units should be listed here. Use pencil to modify.

Add A Course

Course/Unit Title (required)

Hours (required) Course Type (required)

Enter additional units here. Type unit name, hours for unit and select skill or theory then 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

Equipment

For a class of 20 students, the following quantities are required

Show 10 entries

Search:

List of equipment :71	
S.No	Equipment Description
1	Ace bandages
2	Adult Practice mannequins
3	Alcohol-based cleaner/handiwipes
4	Bars of Soap or Dispenser, Hand cleaner, Skin lotion
5	Bed, single, home style, with mattress,2 sets of linens and 2 pillows
6	Bedpans, Fracture pans, Urinals
7	Bedside Commode
8	Blood Pressure Cuff
9	Box diapers or Pampers
10	Cabinet, general storage

Showing 1 to 10 of 71 entries

Previous 1 2 3 4 5 ... 8 Next

User Added Equipment List			
S.No	Equipment Description	Quantity	Action
1	Ace bandages	2	 

Please add any additional equipment as needed

Equipment Description

---Select---

Quantity

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

Accepts / , & ()

Add

Clear

19. Equipment tab

- Equipment will be auto-populated for allied health mandated curricula
- Add equipment by item using the form at the bottom of the screen.
- Click “next”

Skill List

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) to

Skill Checklist

There are no required skill lists for this curriculum.

Back

20. Skill List tab

- There is no option to upload a document here – please disregard.
- All curricula with internship/clinical units must have a skills list uploaded to coursework.
- Click “next”

Disclosure

Student Disclosure

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

Back

Student Disclosure

CNA Disclosure

By clicking next, you agree to follow and provide the above information to each student enrolling

21. Disclosure tab

- There is no option to upload a document here – please disregard, except:
 - NATP applications have an addendum for their enrollment agreement that should be uploaded here.
- Click “next”

Affiliation

Information Outline Coursework Textbooks Equipment Skill List Disclosure Affiliation Signature

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 facility(ies) Operating Agreement.

- [AFFILIATION AGREEMENT REQUIREMENTS](#)

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

+ Add files... Cancel upload

File Guidelines

- The maximum file size for uploads is **100MB**.
- Only **PDF, TXT, DOC, DOCX, JPG, PNG, TIFF** file types are allowed.
- You can **drag & drop** files from your desktop on this webpage.

Back

Next

22. Affiliation tab

- Required for curricula with internship
- Updated affiliation agreements must be uploaded
- Affiliation agreements must:
 - Use the new prototype
 - Be current
 - Provide valid contact information for site contact
 - Include proof of liability insurance covering students at site
 - Include operating certificate for HHA or NATP internship sites.
- Click “next”

Prototype of Affiliation Agreements can be found on the BPSS website:

<https://www.acces.nysed.gov/bpss/applications-and-instructions-licensed-private-career-schools>

Signature & Payment

Important

Your Application is not filed until payment is received.

For those who are not ready to file now or are waiting for license/permit validation, your application has been saved and you may return to the [BPSS Home](#) page.

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](#)

[Home](#)

23. Signature tab

- By continuing you are acknowledging payment must be made for the application to be submitted.
- Click “next” if ready to submit

Payment Type

BPSS accepts payments by credit card, check or money order.

Please select a payment type.

- Pay by Credit Card
- Pay by Check / Money Order

24. Payment tab

- Choose method of payment.
 - NOTE: if you are modifying a submitted application, you do not pay a second time.
- Click “next”

Show entries

Search:

Application Cart

Application Type	Description	Fee
Curriculum Application (Over 100 Hours)	School Defined - title goes here	\$250.00

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

[Back](#)

[Next](#)