

Ownership Documents Checklist

Choose the type of ownership that represents how the organization is formed and follow the checklist of required documents BPSS will require to be uploaded to the application.

LLC or LLP

- ☐ Consent from the Education Department's Office of Counsel to verify that the corporation may operate for educational purposes. [[Counsel Website](#)]
- ☐ Articles of Incorporation and filing receipts. Include amendments to the Articles, if applicable.
- ☐ Member Certificates or letter from attorney stating no certificates were distributed.
- ☐ Certificate of Assumed name (if applicable) and filing receipts.
- ☐ For out-of-state or international applicants only: Letter of Authority to do business in New York State from the NYS Dept. of State (if applicable) and filing receipts.
- ☐ If the ownership of a school is in the name of a parent company, documentation will be required from that parent company. BPSS is required to determine who the actual owners are. This document requirement will apply to each level or tier of ownership. Submit an organizational chart with FEIN numbers.

Corporations – For Profit

- ☐ Consent from the Education Department's Office of Counsel to verify that the corporation may operate for educational purposes.
- ☐ Certificate of Incorporation and filing receipts. Include amendments to the corporation, if applicable.
- ☐ Submit either a copy of the stock ledger or photocopies of all stock certificates issued up to and including the next blank certificate.
- ☐ Original Secretary's Certificate.
[[Secretary's Certificate Template](#)]
[[Secretary's Certificate Instructions](#)]
- ☐ If the ownership of a school is in the name of a parent company, documentation will be required from that parent company. BPSS is required to determine who the actual owners are. This document requirement will apply to each level or tier of ownership.
- ☐ Certificate of Assumed name (if applicable) and filing receipts.
- ☐ For out-of-state or international applicants only: Letter of Authority to do business in New York State from the NYS Dept. of State (if applicable) and filing receipts.

Corporation – Not-For-Profit

- ☐ Consent from the Education Department's Office of Counsel to verify that the corporation may operate for educational purposes or letter of moot.
- ☐ Certificate of Incorporation and filing receipts. Include amendments to the corporation, if applicable.
- ☐ IRS tax exempt letter (non-for-profit)
- ☐ Original Secretary's Certificate.
[[Secretary's Certificate Template](#)]
[[Secretary's Certificate Instructions](#)]
- ☐ If the ownership of a school is in the name of a parent company, documentation will be required from that parent company. BPSS is required to determine who

the actual owners are. This document requirement will apply to each level or tier of ownership.

- ☐ Certificate of Assumed name (if applicable) and filing receipts.
- ☐ For out-of-state or international applicants only: Letter of Authority to do business in New York State from the NYS Dept. of State (if applicable) and filing receipts.

Sole Proprietor

- ☐ Business Certificate

Partnership

- ☐ Business Certificate
- ☐ Partnership Agreement

Be advised that BPSS cannot provide technical assistance in the formation of your organization, obtaining consents, or with filing at the Department of State.