

Personnel Documents Checklist

The following documents must be uploaded to each personnel application in the BPSS system. Please obtain the documents prior to applying and ensure they are scanned and ready to attach.

All applications will require the owner to generate an employee verification code.

Agent Application

- Full face photo. File type must be in .jpg, .gif or .png formats only.
- Completed and signed [BPSS Reference Form](#)

Director Application

- Copy of High School Diploma or transcript showing graduation date. College transcripts can be accepted, if the applicant graduated.
- Signed letter from employer (current or former) verifying the applicant meets the [minimum work experience](#). Documentation can be on company letterhead or using the [BPSS Work Verification Form](#).

Teacher Application

It is the owner's responsibility to ensure teachers apply for the correct application type. Nearly all teachers must apply for a **PERMIT**, unless they have been a BPSS licensed teacher for another school. The following documents are required:

- Copy of High School or College diploma showing graduation date.
- Signed letter from employer (current or former) verifying the applicant meets the [minimum work experience](#). Documentation can be on company letterhead or using the [BPSS Work Verification Form](#).
- Non-expired copy of professional license (if required).

Teacher permits are valid for one year and not renewable. Within that year, teachers must take a 30-hour Methods of Teaching course from a BPSS approved provider, at the cost of the school or applicant's expense.

School owners must provide teacher training information to their teacher applicants. [\[Teacher Training Information\]](#)