

Apply for Teacher's Permit/License:

The following information will be needed for a Teacher's Permit/License:

- Certification Information
- Education History
- Work Experience & Additional Information
- Moral Character Questions

Login to BPSS from My.NY.gov

Search all of NY.gov

My NY.gov Online Services

NY.gov ID

Online Services

FAQs

About NY.gov ID

Privacy Policy

Terms of Service

Help Desk Information

Ny.gov ID Call Center (518)-474-7494

Access to online services

Many government services are now available online. An NY.gov ID account provides secure electronic access to these services.

[Learn More](#)

Convenience

Access many online services with a single NY.gov ID account.

[Learn More](#)

Security

The NY.gov ID Program protects you against unauthorized access to your information.

[Learn More](#)

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Contact Us

Currently have an account?
Click *Sign in*
Go to page 16.

To create a new account?
Click *Don't have an Account?*

See online services for NY.gov ID

See what sites you can access with an NY.gov ID account

I want to access New York State online services with an NY.gov ID account

GOVERNOR ANDREW M. CUOMO

Advent

WHAT'S NEW

August 4, 2014 Governor Cuomo, Mayor de Blasio and Congressman Me...

August 4, 2014 Governor Cuomo Announces Latest Round of Rechar...

August 4, 2014 Governor Cuomo Announces Opening of High-Energy Pu...

Connect to Gov. Cuomo on facebook

www.governor.ny.gov

For a new Personal Account (Business accounts go to page 8):

Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

Please select one of the following account types:

PERSONAL

I want to access services for my personal use. My identity must be verified.

GOVERNMENT EMPLOYEE

Information for New York State or local government employees.

BUSINESS

I want to access services in a business capacity. My personal, business or organization's identity must be verified.

Go Back

Click *Personal*

See online services for NY.gov ID

See what sites you can access with an NY.gov ID account

I want to access New York State online services with an NY.gov ID account

GOVERNOR ANDREW M. CUOMO

Episode 34: "Going Global"

WHAT'S NEW

October 16, 2014 Governor Cuomo Announces Wireless Service and New ...

October 16, 2014 Governor Cuomo Announces Finalists for World's Lar...

Connect to Gov. Cuomo on facebook

www.governor.ny.gov

NY.gov ID

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Help Desk Information

Ny.gov ID Call Center
(518)-474-7494

Obtain an NY.gov ID Personal User Account

Personal NY.gov ID – Allows you to access online services that require your verified identity where you are acting in an individual capacity (i.e. Not as a business).

Getting Started

Registering for a Personal NY.gov ID is a two part process.

1. NY.gov ID Self Registration

Online Registration consists of 3 steps. Use the 'Next' and 'Continue' buttons at the bottom of each page to move through the steps.

- Enter basic user information (along with a valid email address) and select a User ID.
- Confirm basic user information is correct.
- Finish the online registration.

2. Email Activation

Once you have finished the create steps above, please check your email and click on the link inside. Once you have clicked on the link, you will be prompted to create your password, and select 3 security questions & answers.

Sign Up for a Personal NY.gov ID

If you want a Personal NY.gov ID, please click the button to start the process.

Go Back

NY.gov ID

See online services for NY.gov ID

See what sites you can access with an NY.gov ID account
I want to access New York State online services with an NY.gov ID account

GOVERNOR ANDREW M. CUOMO
Episode 34: "Going Global"

THE STATE OF NEW YORK
JOB GROWTH
LOWER TAXES
BETTER EDUCATION

October 16, 2014
Governor Cuomo Announces Finalists for World's Largest...
Connect to Gov. Cuomo on facebook
www.governor.ny.gov

Click Sign up for a Personal NY.gov ID

Sign Up for a Personal NY.gov ID

Search all of NY.gov

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Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

NY.gov ID SELF REGISTRATION

[Personal Privacy Protection Law Notice](#)

User Information

First Name*

Last Name*

Email*

Confirm Email*

Login Information

Preferred Username*

Captcha*

Enter information

Click Create Account

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Search all of NY.gov

My NY.gov Online Services

State Agencies

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Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

NY.gov ID SELF REGISTRATION

Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections

First Name Sue
Last Name M
Email @gmail.com
Username SueM

Click Back To make corrections

Click Continue if information is correct

If you need further assistance: [Click here for agency assistance or contact us](#)

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Search all of NY.gov

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- Terms of Service

NY.gov ID SELF REGISTRATION

An activation email has been sent to – @gmail.com

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

Finish

Step 3 of 3

[Click here for agency assistance & contact info](#)

Click *Finish*

Check your e-mail account for a message for my.ny.gov. Click on the link in the e-mail to continue with registration

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Sample E-mail:

Welcome to NY.gov ID, , Sue M

Inbox x

Ny.govld@its.ny.gov 11:18 AM (5 minutes ago) ☆

to me ▾

Dear Sue M

Thank you for registering a NY.gov ID.

Your Username is SueM

Your Username is [click here](#) to activate your account. Please do not close out of the browser while completing the account activation.

If the above link does not work please copy and paste the below URL into your browser.

<https://qa.my.ny.gov/Activate/activate.xhtml?rid=308c0f7e-dade-4d07-b20e-fb163f3b3783&nygovidlang:>

Thank you
New York State

Click on this link

NY.gov ID Activation

Thank you for registering!
You are now ready to activate your NY.gov Id.

- During this process, you will need to
- Set 3 valid secret questions and answers.
 - Set a new password.

Secret Questions

*Question 1
*Answer *Confirm Answer

*Question 2
*Answer *Confirm Answer

*Question 3
*Answer *Confirm Answer

Click Arrow next to *Select One*, choose a question, enter answer & confirm answer.
Click *Continue*

Search all of NY.gov

My NY.gov Online Services

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- Terms of Service

Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

NY.gov ID Activation

You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.

Continue

Click *Continue*

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Search all of NY.gov

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Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

Password Change Request

Enter *New Password & Confirm New Password*

SueM, please change your current password before continuing.

New Password *

Confirm New Password *

Set Password

Clear this form

Minimum 8 characters with at least 3 letters and 1 number.

Click *Set Password*

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Search all of NY.gov

My NY.gov Online Services

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Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

Password Change Information

SueM your new password has been set.

Use this new password the next time you log into your account.

CONTINUE

Click *Continue*

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Contact Us

Search all of NY.gov

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[List of Agency and Online Services Help Desk Information](#)

NY.gov ID ACTIVATION

You have successfully activated your NY.gov Id!

Please click on one of the buttons below.

Continue to Enrollment This is where you sign up for various NYS applications.

Go to MyNy A portal to view the NYS applications you have access to.

Click *Go to MyNy*

You're my.NY.gov Personal account is now created.
Go to page 16.

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Contact Us

For a new Business Account:

My NY.gov Online Services

Search all of NY.gov

State Agencies

NY.gov ID

Please select one of the following account types:

- PERSONAL: I want to access services for my personal use. My identity must be verified.
- GOVERNMENT EMPLOYEE: Information for New York State or local government employees.
- BUSINESS: I want to access services in a business capacity. My personal, business or organization's identity must be verified.**

Go Back

Click *Business*

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Contact Us

My NY.gov Online Services

Search all of NY.gov

State Agencies

NY.gov ID

Obtain an NY.gov ID Business User Account

Business NY.gov ID – Allows you to access online services that require your business organization's unique identity must be verified where you are acting in a business capacity as an authorized representative of the business (i.e. not as an individual). Business NY.gov ID may be used by representatives of companies, partnerships, sole proprietorships or organizations including municipalities and not-for-profit societies. Additional accounts for employees can be created as required.

Create a Business Account for:

- [NYS Department of Taxation and Finance](#) – Allows business users to view your account, sales tax web file, tax preparer registration and more.
- [NYS Department of Labor](#) – Allows business users to create and employer account or a representative account.
- [NYS Department of Public Service](#) – Allows Business users to make electronic filings using our Document and Matter Management (DMM) System.
- [NYS Bureau of Proprietary School Supervision](#)** – Allows Business users to electronically file, review, pay, and manage proprietary school applications within New York State.

Go Back

Click *NYS Bureau of Proprietary School Supervision*
If this link is not shown, contact BPSS (bpss@mail.nysed.gov) include your user ID within the email

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Contact Us

Search all of NY.gov

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NY.gov ID SELF REGISTRATION

[Personal Privacy Protection Law Notice](#)

User Information

First Name*

Last Name*

Email*

Confirm Email*

Login Information

Preferred Username*

Captcha*

Step 1 of 2

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Enter all data

If code cannot be read clearly, click the refresh button for a new code or click the speaker icon - it will be read to you

Enter Security code shown in box

Click *Create Account*

Search all of NY.gov

My NY.gov Online Services

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Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

NY.gov ID SELF REGISTRATION

Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections

First Name

Last Name

Email

User Id

If you need further assistance: [Click here for agency assistance & contact info](#)

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The personal information just entered will be shown. If it's correct, click *Continue*. Otherwise, click *Back* to make corrections

Search all of NY.gov

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Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

NY.gov ID SELF REGISTRATION

An activation email has been sent to – [redacted]@gmail.com

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

[Finish](#)

Step 3 of 3

If you need further assistance: [Click here for agency assistance & contact info](#)

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Check your email account for link to proceed with activating your account

SAMPLE E-MAIL:

Welcome to NY.gov ID, Inbox x

Ny.govId@its.ny.gov 9:06 AM (4 minutes ago) ☆

to me ▾

Dear :

Thank you for registering a NY.gov ID.

Your Username is

Please [click here](#) to activate your account. Please do not close out of the browser while completing the account activation.

If the above link does not work please copy and paste the below URL into your browser.

https://my.ny.gov/Activate/activate_xhtml?rid=f6a5163f-9a3d-4ebb-8ae8-34

Thank you
New York State

Click this link to activate your account

- NY.gov ID**
- Online Services
 - FAQs
 - About NY.gov ID
 - Privacy Policy
 - Terms of Service

Help Desk Information
[List of Agency and Online Services Help Desk Information](#)

NY.gov ID Activation

Thank you for registering!

You are now ready to activate your NY.gov Id.

During this process, you will need to

- Set 3 valid secret questions and answers.
- Set a new password.

Secret Questions

*Question 1

*Answer *Confirm Answer

*Question 2

*Answer *Confirm Answer

*Question 3

*Answer *Confirm Answer

Click Arrow next to *Select One*, choose a question, enter answer and confirm answer. Click *Continue*

Search all of NY.gov

My NY.gov Online Services

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Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

NY.gov ID Activation

You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.

Click *Continue*

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Search all of NY.gov

My NY.gov Online Services

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Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

Password Change Request

, please change your current password before continuing.

New Password*

Minimum 8 characters with at least 3 letters and 1 number.

Confirm New Password*

Enter *New Password* and *Confirm New Password*
Click *Set Password*

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Search all of NY.gov

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Help Desk Information

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Contact Us

Password Change Information

Your new password has been set.

Use this new password the next time you log into your account.

CONTINUE

Click *Continue*

Your My.NY.gov account is now created

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Contact Us

NY.gov ID ACTIVATION

You have successfully activated your NY.gov Id!

Please click on one of the buttons below.

Continue to Enrollment This is where you sign up for various NYS applications.

Go to MyNy A portal to view the NYS applications you have access to.

Click *Go to MyNy*

NY.gov ID

- Change Password
- Update My Account
- About NY.gov ID
- Privacy Policy
- Terms of Service

Welcome [Name] You are logged in as - [Name]
 Last login - [Time] [Log out](#)

You have access to the following services

You can sign up for the following services

 SLIMS Statewide Learning Management System. SIGN UP	 Labor Online Department of Labor Online Services SIGN UP	 MyDMV Motor Vehicles Online Services SIGN UP
 TEACH Application Teacher Certification SIGN UP	 NYS License Center NYS License Center SIGN UP	 NY State of Health The Official Health Plan Marketplace SIGN UP
 BPSS Application BPSS SIGN UP		

Note: The services shown may vary

Click *BPSS Application*

Bureau of Proprietary School Supervision

Welcome to the BPSS Web Application!

Welcome to the New York State Education Department's online licensing and certification center for all licenses issued by the Bureau of Proprietary School Supervision within the Office of Adult Career and Continuing Education Services (ACCES).

This website is presented by the New York State Education Department under the direction of Commissioner John King, and deputy commissioner of ACCES, Kevin Smith.

Please take note of the following:

For immediate help with a problem you are experiencing please call: 518-474-3969

For all other inquires please send an email to: BPSS@mail.nysed.gov

Click *Create Account* to start process for a BPSS account

[Create Account](#)

Create a New User Account

Your user ID, First & Last Name will be supplied from My.NY.gov

Personal Information

User ID (required)
smcc5539

First Name (required) Mi Last Name (required)

Date of Birth (required) Gender (required)

Social Security Number (required)

xxx-xx-xxxx
If a social security number has not been provided, please explain:

Required if SSN is not provided.

Enter all information to create a new user account with BPSS

Address

Street Address (required)

Street Address 2

City (required) State (required)

Zip (required) Zip Plus

Contact Information

Email (required)

email@mail.com

Confirm Email (required)

At least one contact number is required.

Home Phone

xxx-xxx-xxxx

Cell Phone

xxx-xxx-xxxx

Work Phone Ext

xxx-xxx-xxxx

Click Next

Next

Back

Account Created

Your account has been successfully created. You will be receiving an email with a link to verify your email address.

Click Continue

Continue

My.NY.gov Current Account Holders:



Please login after reading the Acceptable Use Policy below

Enter *Username and password*

NY.gov ID

Username:

Password:

Sign In

Forgot your Username or Password?
[NY.gov ID - Terms of Service](#)

Click *Sign in*

The login form is titled "NY.gov ID" and includes fields for "Username:" and "Password:". A red box highlights these two fields. Below the fields is a "Sign In" button, also highlighted with a red box. To the left of the form, a blue callout box contains the text "Enter Username and password". To the right, another blue callout box contains the text "Click Sign in". Above the form, a line of text reads "Please login after reading the Acceptable Use Policy below". Below the "Sign In" button, there is a link for "Forgot your Username or Password?" and another link for "NY.gov ID - Terms of Service".

[Agency Assistance & Contact Information](#)

ACCEPTABLE USE POLICY FOR USERS OF NY.gov

This application uses the New York State (hereinafter State) Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies or terms of service implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business with the State or its agencies and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes;
2. You are responsible for acquiring and safeguarding your own user ID and password used to access this application;
3. You shall be responsible for any activity attributable to the use of your account whether by you or any other person;
4. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof;
5. You shall comply with all applicable confidentiality and security requirements as set forth in any applicable acceptable use policies or terms of service implemented through this application directly or by NYeNet Participating Organizations, and shall not seek information on other users or attempt to obtain access to, copy, or modify other users' files without express permission;
6. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations;
7. You shall not use this application for any fraudulent or illegal purpose, including, but not limited to, the transmission of obscene or harassing materials;
8. You must report any abuse or misuse of this application to ITB and you shall cooperate fully in any investigation into any such abuse or misuse; and
9. You understand and agree that the State reserves the right to revise, amend, or modify this Acceptable Use Policy or other related policies and agreements at any time in any manner. Notice of any revisions, amendments, or modifications will be posted on this and other sites.

Search all of NY.gov
My NY.gov Online Services
State Agencies

Welcome . You are logged in as -
Last login - Tue Aug 05 08:46 [Log out](#)

You have access to the

If you currently have BPSS access, the icon will be shown here. Click *BPSS*

You can sign up for the following services

- SLMS Statewide Learning Management System
- Tax Online NYS Tax and Finance Online Services
- Labor Online Department of Labor Online Services
- myBenefits NYS OTDA myBenefits
- MyDMV Motor Vehicles Online Services
- License Center - Reg NYS License Center - Reg
- TEACH SED TEACH Certification
- eLicensing -dev NYS eLicensing - dev
- License Center - Test NYS License Center - test
- eLicensing - Training NYS eLicensing - Training
- NY State of Health The Official Health Plan Marketplace
- eLicensing -MSO NYS eLicensing - MSO UAT

Help Desk Information
518-474-7494
[List of Agency and Online Services Help Desk Information](#)

Note: The services shown may vary

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For My.NY.gov Business accounts if you don't have this entitlement, email BPSS at bpss@mail.nysed.gov with your My.NY.gov user id requesting access.

Bureau of Proprietary School Supervision

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

[\(Public Applications\)](#)

[Contact BPSS Support](#)

BPSS Home

Applications

- [Apply for Agent Certificate](#)
- [Apply for Director Permit/License](#)
- [Apply for School License](#)
- [Apply for Teacher Permit/License](#)

Profile

- [Update Personal Information](#)

Click *Apply for Teacher Permit/License*

Teacher Application Overview

During the teacher application process, you will be asked for the following information:

- Certification Information
- Education History
- Work Experience and Additional Information
- Moral Character Questions

If you have started an application, click *Continue* *

Show 10 entries

Search:

Applications In Progress				
Certification Name ▲	Certificate Type	Status	Application Start Date	Action
Alexander Technique	Permit	Not Ready For Review	08/11/2014	Continue
Medical Billing & Coding	Full license	Not Ready For Review	07/24/2014	Continue

Showing 1 to 2 of 2

Previous Next

Show 10 entries

Search:

Completed Applications				
Certification Name ▲	Certificate Type	Status	Application Start Date	Application Submit Date
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

Start A New Application

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

New Application?
Click *Next*

*Note: Each page will be shown for review. On each page, Click *Next* or make revision then click *Next*

[Next](#)

Note: if you are continuing an application, you will not see this page

- Certificate
- Education
- Experience
- Questions
- Existing License
- Signature
- Payment

Select a new certificate title

Select your Area of Interest (required)

---Select---

Select the Grade Level (required)

---Select---

Select the Type of Certificate (required)

---Select---

Click drop down lists and enter information

---Select---

Select the Title (required)

---Select---

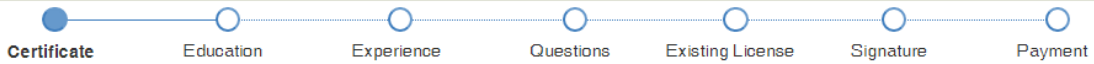
Certificate Pathway Selection

Before you can view the pathway requirements for a license, please select the type of license from the drop down menu's above.

[Back](#)

Click *Next* to proceed

[Next](#)



Certificate Information

You have selected to continue a previously saved application for the following:

- License Area: **Licensed Private Career School Teacher**
- Subject Area: **Allied Health - Administration Careers**
- Certificate Title: **Medical Billing & Coding**
- Certificate Type: **Full license**

If any of this information is incorrect or you wish to start a new certificate, please return to the previous page.

Certificate Pathway Selection

The following are all possible pathways available to receive the certificate specified above.

To view the specific requirements for each pathway, click the title of the pathway.

Once you have decided on a pathway, select the radio button next to the pathway title and continue by clicking the **Next** button.

Pathway: Certificate Progression

• **Requirements**

- [Currently hold, or has held, a provisional license in the licensure area - Medical Billing & Coding](#)
- [Coursework - Professional Education](#)

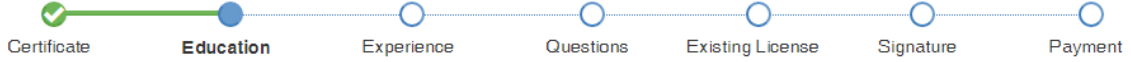
Select the button next to the Pathway you choose (more than 1 may be listed)

Click on each Requirement for an additional explanation.

Back

Next

Click *Next*



Display 10 records

Educational Details				
Institution	Degree	Major	Country	Action
No Educational Information				

Showing 1 to 1 of 1

Previous Next

Add Education Details Including High School or Equivalency

Country (required) State (required)

Degree (required)

Institution If your Institution is not in the drop down, enter it here

Major

Number of Credits

Attended From (required)

Degree Received Date

Attended To (required)

Enter Education information

Click Add

Uploaded Educational Files			
File Name	File Type	File Extension	Action
No Files have been uploaded.			

Upload File

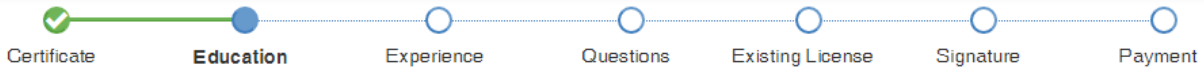
(Upload Diploma/Degree/University Transcript or Photocopy of high school diploma/GED)

Choose File No file chosen
Please select a pdf, txt, doc, docx, jpg, or png file to upload.

Click Choose File
Locate file on computer

Click Upload

i You have successfully added an education.



As each Educational detail is added it will be shown.

Display 10 records

Educational Details				
Institution	Degree	Major	Country	Action
DAYTONA BEACH COMMTY COLL	Baccalaureate Degree	None	UNITED STATES OF AMERICA	

Showing 1 to 1 of 1

Previous Next

Add Education Details Including High School or Equivalency

Country (required): UNITED STATES OF AMERICA

State (required): ----Select----

Degree (required): ----Select----

Institution: ----Select----

Major: ----Select----

Number of Credits:

Attended From (required):

If your Institution is not in the drop down, enter it here:

Degree Received Date:

Attended To (required):

Add Clear

Uploaded Educational Files			
File Name	File Type	File Extension	Action
Diploma	Education Transcript	DOCX	

Upload File

(Upload Diploma, Degree, University Transcript or Photocopy of high school diploma, GED)

Choose File (required): No file chosen

Please select a pdf, txt, doc, docx, jpg, or png file to upload.

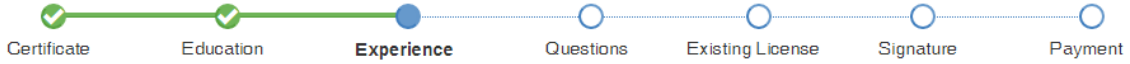
Upload

Back **Next**

Click Next

Icon Key

- expand Details
- edit information (after edit is complete, click Save)
- remove document
- download document to your computer



Experience and Additional Information

Applicants are required to provide proof of experience and licensure, when applicable, as indicated under the applicable pathway. To review those requirements, please refer back to the requirement list by clicking the back button.

To review acceptable forms and documentation of experience, click [here](#).

In the space provided below, please upload the required documentation of experience and valid licenses or certificates, for your requested area.

Display 10 records

Details			
Type	Name	Title	Action
<i>No Experience has been added</i>			

Showing 1 to 1 of 1

Previous Next

Documentation

Enter Experience information

Type *(required)*

Description of form *(required)*

Title

Start Date *(required)*

End Date

(mm/dd/yyyy) (mm/dd/yyyy)

Description of Duties (if applicable)

Address

Street Address

Street Address 2

City State

Zip

Click Add

Add Cancel

Uploaded Teacher Information

File Name	File Type	File Extension	Action
<i>No files have been uploaded.</i>			

Upload File

Attach original letters from employers listed above verifying experience

Choose File Choose File No file chosen
Please select a pdf, txt, doc, docx, jpg, or png file to upload.

Click *Choose File*
Locate file on computer

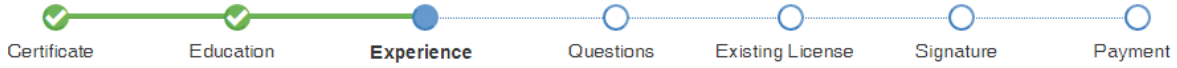
Click *Upload* Upload

Back Next

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 You have successfully uploaded a file.

This message will be displayed for each file that is successfully uploaded.



Experience and Additional Information

Applicants are required to provide proof of experience and licensure, when applicable, as indicated under the applicable pathway. To review those requirements, please refer back to the requirement list by clicking the back button.

To review acceptable forms and documentation of experience, click [here](#).

In the space provided below, please upload the required documentation of experience and valid licenses or certificates, for your requested area.

Display records

Details			
Type	Name	Title	Action
Administrative/Supervisory	Administration		

Showing 1 to 1 of 1

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

Documentation

Type *(required)*

Description of form *(required)*

Title

Start Date *(required)* End Date

(mm/dd/yyyy) (mm/dd/yyyy)

Description of Duties (if applicable)

Address

Street Address

Street Address 2

City State

Zip

[Add](#)
[Cancel](#)

Uploaded Teacher Information

File Name	File Type	File Extension	Action
Experience	Experience Transcript	DOCX	

Upload File

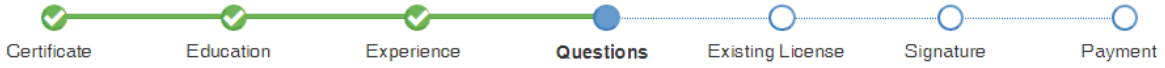
Attach original letters from employers listed above verifying experience

Choose File *(required)* No file chosen

Please select a pdf, txt, doc, docx, jpg, or png file to upload.

[Upload](#)

[Click Next](#)
[Back](#)
[Next](#)



Answer each question by indicating "Yes" or "No"

You must respond to all questions. Please provide an explanation if you answered "Yes".

Have you ever resigned from a position rather than face disciplinary charges?

- Yes
- No

A maximum of 500 characters is allowed

Have you ever been discharged from employment as a result of disciplinary action?

- Yes
- No

A maximum of 500 characters is allowed

Have you ever been convicted of any crime (felony or misdemeanor)? If yes, submit official copies of court report including disposition of the case.

- Yes
- No

A maximum of 500 characters is allowed

Have you ever had a professional credential revoked, suspended, annulled, or denied?

- Yes
- No

A maximum of 500 characters is allowed

Are you currently under charges for any crime (felony or misdemeanor)?

- Yes
- No

A maximum of 500 characters is allowed

Uploaded Files

File Name	File Type	File Extension	Action
Test Upload	Court Documents	DOCX	

Upload File

(Upload any supporting documents)

Choose File

Choose File No file chosen
Please select a pdf, txt, doc, docx, jpg, or png file to upload.

Click *Choose File*
Locate file on computer

Click *Upload* Upload

Back Next

Click *Next* to proceed

Bureau of Proprietary School Supervision

Home Search BPSS Logout

(Public Applications) Contact BPSS Support

Certificate Education Experience Questions **Existing License** Signature Payment

Is this application to update the BPSS new web system with a non-expired permit, license or certificate you currently hold?

Yes.

No, this is a new application or renewal.

Back **Click Yes or No** **Click Next** Next

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If you clicked "yes" to above:

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Certificate Education Experience Questions **Existing License** Signature Payment

Important

You have selected that you currently have an active license/permit for **Medical Billing & Coding** .

For the Bureau of Proprietary School Supervision to waive the application fee **please upload a copy of your current license/permit.**

Once verified, the application fee will be waived.

Show 10 entries Search:

Licenses			
File Name ▲	Description	Date Uploaded	Document Type
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

Upload Current License

Choose File **Choose File** No file chosen **Click Choose File** Locate file on computer **Click Upload** Upload **Click Next** Next

Back **Click Next** Next

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Bureau of Proprietary School Supervision

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(Public Applications) Contact BPSS Support

Certificate Education Experience Questions Existing License Signature **Payment**

Important

Your Application is not filed until payment is received.

If you have uploaded a valid license/permit on the previous screen your application payment will be waived, pending the license review.

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.

Back **Next**

Not making payment, click *BPSS Home*

Making a payment, click *Next*

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Payment Type

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

For those choosing to pay by check or money order, please be aware that your application is not complete until payment is received.

Paying by check or money order can delay the processing of your application by two to three weeks.

Please select a payment type.

Pay by Credit Card

Pay by Check / Money Order

Select payment type

NOTE: If paying by check or money order, only a Cashier's check or US Postal money order will be accepted

Show 10 entries Search:

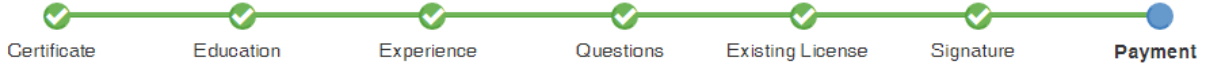
Application Cart		
Application Type ▲	Description	Fee
Teacher Application	Permit - Alexander Technique -	\$100.00

Showing 1 to 1 of 1 Previous Next

Back **Next**

Click *Next*

BPSS Contact Us New York State Education Department



Important - Please Note

Your application is not filed until payment is received.

To make payment and file your application now, select the [Process Payment](#) button below.

For those who are not ready to file now, the partial application has been saved for your convenience, you may return at any time to complete the application.

If you are having trouble make sure JavaScript is enabled. Find help [here](#)

Show 10 entries

Search:

Application Cart		
Application Type ▲	Description	Fee
Teacher Application	Permit - Alexander Technique	\$100.00

Showing 1 to 1 of 1

Previous Next

Payment Information

Enter Credit Card Information

First Name Last Name

Credit Card Number (required)

Expiration Date (required) CVV2 Code (required)

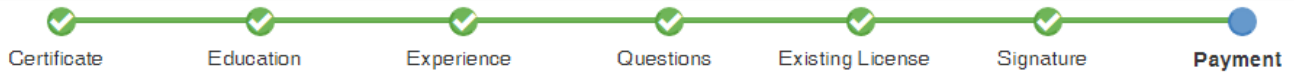
MMYY

Total amount to be paid: \$100.00

Back

Process My Payment

Click *Process My Payment*



Instructions

If you choose to mail your payment, you will need access to a printer so that you can print out the mail-in payment coupon.

Your application will not be completed or evaluated until we receive your payment.

Please mail the printed form with your **cashier's check or U.S. Postal money order** to the following address:

The State Education Department
Bureau of Fiscal Management
P.O. Box 7346
Albany, NY 12224

NOTE: Cashier's check or US Postal money order only

Please note

- Your application number and name should be included on the cashier's check or U.S. Postal money order.
- Payment must be in United States funds from a United States bank.

Applications

Application #	Application Type	Description	Application Date	Fee
2621119	TEACHAPP	Permit - Alexander Technique - Sue . McCumber	08/11/2014	\$100.00

Click *Print*
A new window will open

Print

Back

Done

Print the payment coupon
This needs to be included with your payment

Please return this payment coupon enclosed in an envelope with your payment.

Mail payments to:

The State Education Department
Bureau of Fiscal Management
P.O. Box 7346
Albany, NY 12224

OFFICE USE ONLY

Application Number: 2621119
Client ID: 13543541407813036119
Amount Due: \$ 100.00
Description: Teacher Application

Application Type: TEACHAPP
Application Date: 08/11/2014
Amount Enclosed: \$ _____

DO NOT SEND CASH

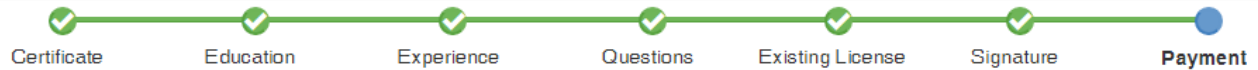
Enter Amount Enclosed

Close the window

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Mail payment & payment coupon
to this address

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Applications

Application #	Application Type	Description	Application Date	Fee
2621119	TEACHAPP	Permit - Alexander Technique - Sue . McCumber	08/11/2014	\$100.00

[Print](#)

[Back](#)

[Done](#)

Click *Done*

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- [Apply for School License](#)
- [Apply for Teacher Permit/License](#)
- [Update Personal Information](#)

Click *Logout* or Close window

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