



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Bureau of Proprietary School Supervision  
Investigations and Audit Unit  
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Dear Director:

The Bureau of Proprietary School Supervision (BPSS) has been advised that your organization is providing student training as a trade, business or computer training facility that may be required to be licensed pursuant to Section 5001(1) of the Education Law. If this is the case, you may be subject to Section 5003(6)(b) of the Education Law which states in part that "the commissioner may impose a civil penalty not to exceed fifty thousand dollars for any of the following violations: (1) operation of a school without a license in violation of section five thousand one of this article." In addition, for-profit organizations providing instruction in preparation for high school equivalency examinations or English as a Second Language (ESL) must also be licensed pursuant to Section 5001(2)(b) of the Education Law.

If you are currently providing instruction, your school must cease operating unless you are in compliance with the Education Law. Further information, as well as license applications, instructions, the Education Law, and the Commissioner's Regulations can be obtained by visiting the BPSS web site at [www.highered.nysed.gov/bpss](http://www.highered.nysed.gov/bpss).

Please respond to this letter in writing stating your intentions regarding compliance with the relevant school licensing provisions of the Education Law and the Commissioner's Regulations. You should read the licensing information on the BPSS web site and access the section on "School Licensing/Registration Process" to submit the appropriate school license application forms.

Sincerely,

Edward G. Kramer  
Supervising Investigator