



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

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES
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NOTICE

PROCEDURE FOR CANDIDATE SCHOOLS AS OF MAY 1, 2015

The Bureau of Proprietary School Supervision (BPSS) has established the following procedure for prospective licensed private career schools when such schools are seeking candidacy status pursuant to Education Law § 5001(4)(b)(iv). The procedure shall be effective for schools applying for candidate status on or after May 5, 2015: <http://www.acces.nysed.gov/bpss/documents/CandidacyProcedure.pdf>

- Upon receipt of an application and fee for candidacy status, BPSS will send a written notification to the applicant acknowledging receipt and, if appropriate, granting the school provisional candidacy status for a period of 45 days commencing on the date of the written notification acknowledging receipt. The notification will explain what is required for the application to be perfected and candidacy status granted for the statutory period of 12 months (up to a maximum period of 18 months, provided an extension of the school's candidacy status is granted). The notification will require that the application be perfected within 45 days of the date of the notification acknowledging receipt of the application.
- During this provisional 45-day period, a school that has received a written notification from BPSS, permitting the school to operate as a candidate school for 45 days, may operate as a candidate school for 45 days.
- After the expiration of 45 days from the date of the written notification acknowledging receipt of the application, BPSS will send the school a second written notification which will either grant or forfeit the school's candidacy status. If the notification grants candidacy status, the school's candidacy period will be for 12 months, commencing retroactively on the date of the first notification from BPSS which acknowledged receipt of the candidate school application and granted the school provisional candidacy status for 45 days. If, however, the notification informs the school that its candidacy status has been forfeited, it will explain the reasons for the forfeiture, which will be effective upon receipt of the notification, and will require that the school immediately cease and desist operating as a candidate school.