



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK ALBANY, NY 12234

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES

Licensing Unit

New York State Education Department
Bureau of Proprietary School Supervision
89 Washington Avenue, Room 560 EBA
Albany, NY 12234

[Web: www.acces.nysed.gov/bpss/](http://www.acces.nysed.gov/bpss/)

March 7, 2025

MEMO TO THE FIELD

To: All BPSS Licensed Schools

From: Bureau of Proprietary School Supervision

RE: BPSS Annual Reminders

The BPSS team would like to remind all BPSS licensed schools of the following:

Transfers of Ownership:

No license granted under section 5001 shall be transferable or assignable without the approval of the commissioner. Please visit the link below for guidelines which apply to transfers of ownership:

<https://www.acces.nysed.gov/bpss/schools/transfers-ownership>

To obtain further information about this topic please contact BPSS by emailing BPSS@nysed.gov (link sends e-mail)

Quarters Approvals:

Pursuant to 8 NYCRR § 126.5(d), Any change in the location of a licensed BPSS school, or amendment of its originally approved quarters, requires prior approval from the Bureau of Proprietary School Supervision (BPSS).

Please visit the Policy Guideline-57-0325 for more information regarding this process.

<https://www.acces.nysed.gov/bpss/schools/quarters-approvals>

To obtain further information about this topic please contact your BPSS Field Associate.

School Contact Information:

It is the responsibility of the Directors/School Owners to ensure that BPSS has the most up-to-date contact information for the licensed school. If any contact details need to be updated, please reach out to your BPSS Field Associate or email BPSS@nysed.gov for further assistance.

Annual Reporting Requirements:

All BPSS schools are required to complete two annual reporting requirements:

1. ***Annual Financial Statement*** -Annual financial statements, completed by a CPA, are used for the purposes of school licensure determinations, establishing fees or assessments pursuant to the New York Education Law (Education Law), as well as to determine a school's financial viability. The annual financial statements are due 120 days after the school's fiscal year end date and should be uploaded to the BPSS system. Questions regarding financial statements should be sent to: BPSSSchoolReviews@nysed.gov
2. ***Occupational Education Data Statistics (OEDS)***- As per 8 NYCRR § 126.19 of the Commissioner's Regulations, by April 15th of each year, all schools will report the statistical data for the previous period of July 1 – June 30. Questions regarding OEDS reports should be sent by email only to OEDS@NYSED.gov

Detailed information about these requirements has been emailed to all school directors and posted on Cutting Edge News. Additional policy details can be found: [Policy Guidelines](#)

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