



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

September 29, 2004

This is to notify you that effective June 1, 2005 all trade and business schools used by the State Education Department's Office of Vocational and Educational Services for Individuals with Disabilities (VESID) must be approved and licensed by the State Education Department's Office of Higher Education, Bureau of Proprietary Schools Supervision (BPSS) Unit.

It is our understanding that your program currently serves (or recently served) VESID consumers in a specialized vocational training program that had been under the direct monitoring of VESID and thus exempted from regulation by BPSS. In order to continue to serve VESID consumers, your program must now come into compliance with BPSS rules and regulations and become a licensed provider.

BPSS and VESID staff will host two meetings (on November 1, 2004 in Albany and on November 17, 2004 in New York City) to provide technical assistance and to answer any questions you may have to ensure that you are able to continue to be eligible to serve VESID consumers. In addition, BPSS has a website that contains detailed information about its approval process. The website address is: <http://www.highered.nysed.gov/bpss/>.

In the near future you will receive a packet of information and confirmation of details for the November meetings. If you have any questions prior to the meetings please contact either Monica Borden, BPSS at (518) 474-3969 or Lisa Kowalik, VESID at (518) 486-4054.

Sincerely,

Rebecca H. Cort
Deputy Commissioner, VESID

Johanna Duncan-Poitier
Deputy Commissioner, Office of Higher Education and Professions