



Division of Licensing Services

New York State
Department of State
Division of Licensing Services
Bureau of Educational Standards
P.O. Box 22001
Albany, NY 12201-2001
(518) 486-3803
<https://dos.ny.gov>

Bail Enforcement Qualifying Course Approval Application

PLEASE READ CAREFULLY, AS INCOMPLETE APPLICATIONS WILL BE RETURNED.

- » All applications must be submitted **60 DAYS BEFORE** the proposed course is to be conducted.
- » A nonrefundable registration fee of **\$25** must accompany this original, signed application (photocopies are not acceptable). Fees may be paid by check or money order (made payable to the Department of State) or by MasterCard or Visa, using a credit card authorization form. Do not send cash.
- » A nonrefundable **\$25** fee must be submitted for each additional location.
- » All approved entities must teach the established 25 hour bail enforcement course of instruction.
- » Annual registration period runs from January 1st through December 31st.
- » All instructors of approved courses must be registered with the Department of State. Applications for bail enforcement instructor approval are available by request to the Division of Licensing Services, Bureau of Educational Standards. A one time evaluation and filing fee of \$25 is required for each instructor's approval.
- » Live Distance Education Courses require additional information as indicated in Section 159.1.

SECTION I - PLEASE INDICATE THE TYPE OF COURSE:

- Classroom Instruction Live Distance Education (Synchronous with Instructor)

SECTION II - EDUCATIONAL ORGANIZATION DATA

SCHOOL NAME _____

ADDRESS (NUMBER AND STREET; ROOM/SUITE DESIGNATION) _____

CITY _____ STATE _____ ZIP+4 _____

E-MAIL ADDRESS (IF ANY) _____

COORDINATOR'S NAME (person authorized to submit application on behalf of entity and responsible for administering Department of State regulations.) _____ TELEPHONE _____

()

E-MAIL ADDRESS (IF ANY) _____

SECTION III - PRIMARY LOCATION

LOCATION ADDRESS (PLACE, NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION) _____

CITY _____ STATE _____ ZIP+4 _____

SECTION IV - CLASSROOM COURSES ONLY SECONDARY LOCATIONS (Each location requires an additional fee of \$25)

LOCATION ADDRESS (PLACE, NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION) _____

CITY _____ STATE _____ ZIP+4 _____

LOCATION ADDRESS (PLACE, NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION) _____

CITY _____ STATE _____ ZIP+4 _____

LOCATION ADDRESS (PLACE, NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION) _____

CITY _____ STATE _____ ZIP+4 _____

OUT OF STATE LOCATIONS: All out-of-state locations must be provided on a separate sheet. No fee is required for these locations.

FOR OFFICE EFFECTIVE DATE: ___ / ___ / ___ EXPIRATION DATE: ___ / ___ / ___ TO REVENUE: ___ / ___ / ___ FEE RECEIVED: \$ _____

USE ONLY APPROVAL CODE #: _____ APPROVAL MAILED: ___ / ___ / ___ LABEL: []

A fee of \$20 will be charged for any check returned by a bank for insufficient funds.

Bail Enforcement Qualifying Course Approval Application

SECTION V - TYPE OF EDUCATIONAL ORGANIZATION OWNERSHIP

Is this organization an accredited College or University? Yes No* *If No, Please complete one of the following:

INDIVIDUAL: (Please submit a certified copy of the Trade Name Certificate and complete the following for owner.)

NAME _____ BUSINESS ADDRESS (NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION) _____
CITY _____ STATE _____ ZIP+4 _____

PARTNERSHIP: (Please submit a copy of Partnership Agreement and complete the following for all partners.)

NAME _____ BUSINESS ADDRESS (NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION) _____
CITY _____ STATE _____ ZIP+4 _____

NAME _____ BUSINESS ADDRESS (NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION) _____
CITY _____ STATE _____ ZIP+4 _____

LIMITED LIABILITY COMPANY: (Please submit a copy of the Limited Liability Corporate Filing Receipt and the name and address of each member.)

NAME _____ BUSINESS ADDRESS (NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION) _____
CITY _____ STATE _____ ZIP+4 _____

NAME _____ BUSINESS ADDRESS (NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION) _____
CITY _____ STATE _____ ZIP+4 _____

NOT-FOR-PROFIT CORPORATION: (Please submit a copy of the Corporate Filing Receipt and the name and business address of the corporation's president or executive officer.)

NAME _____ BUSINESS ADDRESS (NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION) _____
CITY _____ STATE _____ ZIP+4 _____

NAME _____ BUSINESS ADDRESS (NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION) _____
CITY _____ STATE _____ ZIP+4 _____

Bail Enforcement Qualifying Course Approval Application

CORPORATION: (Please submit a copy of the Certificate of Incorporation and complete the following for all officers and other individuals who own 5% or more of the stock of this corporation. If needed, attach additional sheets.)

NAME BUSINESS ADDRESS (NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION)

CITY STATE ZIP+4

NAME BUSINESS ADDRESS (NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION)

CITY STATE ZIP+4

NAME BUSINESS ADDRESS (NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION)

CITY STATE ZIP+4

Has any owner, partner, owner of 5% or more of the stock of the entity, or individual authorized to submit this application on behalf of the entity been convicted of any crime or offense, other than a minor traffic violation?

Yes* No *If Yes, submit a certified copy of each conviction.

Has any license or permit issued to, applied for by any owner, partner, holder of 5% or more of the stock of the entity, or individual authorized to submit this application on behalf of the entity, been denied, suspended or revoked by this state or elsewhere by any other government or regulatory body?

Yes* No *If Yes, please provide details.

COURSE CONTENT - ALL OF THE FOLLOWING MUST BE SUBMITTED:

- a detailed course outline including the instructional time for each subject being presented;
- lesson plans along with learning objectives for the established curriculum;
- a description of materials that will be distributed in the course;
- a listing of the books that will be utilized in the course;
- list of names and signatures of individuals authorized to sign certificates; and
- description of design and delivery format of course (if applicable).

I subscribe and affirm under the penalties of perjury that the statements made in this application (including statements made in any accompanying papers) have been examined by me, and to the best of my knowledge and belief, are true and correct.

I understand that any misstatement made on this application for approval could result in an immediate revocation or withdrawal of the recognition of the approval of the entity by the Department of State.

Coordinator Signature *X* _____ Date _____