State Board of Private Licensed Schools
Pennsylvania Department of Education

INSTRUCTIONS FOR APPLYING FOR PRIVATE SCHOOL LICENSE OR REGISTRATION

Introduction

These instructions and checksheet, based on the Private Licensed Schools Act and the Regulations of the State Board of Private Licensed Schools, guide you through the process of applying for a license or registration as a private school, or seminar provider.

Recommendations

1. **Carefully review the Act and the Regulations.**

2. **Review and adhere to the enclosed calendar of Board meeting dates and submission deadlines. The Act states that "[a]n application must be complete for board consideration." 24 P.S. § 6507(a)(10). Therefore, published submission deadlines are firm for all items that you prepare. Because you may encounter delays in obtaining items you have no control over, however, the certificate of occupancy, bond, and Corporation Bureau documents will be accepted until three weeks before the Board meeting. If they are not received by that date, the Board will not be able to consider your application at the requested meeting and has directed staff to return your incomplete application. It will be accepted for consideration at a later meeting when it is complete.**

3. **Attend an orientation seminar. The dates and content of the seminars, held once a month in Harrisburg, are summarized on an enclosed sheet.**

4. **Establish a timeline for completing all application requirements. Staff experience indicates that, to avoid disappointment and costly delays, you should plan for the application process to take approximately six months.**

Instructions

Check off each item on the attached checklist as it is completed, retain a copy of all application materials for your records, and SUBMIT THE CHECKSHEET ALONG WITH TWO SETS OF ALL REQUIRED APPLICATION MATERIALS TO:

Pennsylvania Department of Education
Division of Private Licensed Schools
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333

State Board of Private Licensed Schools
Pennsylvania Department of Education

NEW SCHOOL CHECKSHEET

Requirements	Instructions	Completed by Applicant	Verified by Board Staff
1. Initial license/registration fee - $1500; Seminar Provider $750, site visit fee $500, Program application fee $700 each after 1 (first program included in license fee). Admissions Representative licenses - $300 each person. 22 Pa. Code § 73.151.	1. Send one check or money order payable to the Pennsylvania Department of Education.		
2. Applications shall contain: school name(s), all addresses, type of ownership or governance, name(s) and address(es) of owner(s), names of chief executive officer and administrative and supervisory staff. 22 Pa. Code § 73.52.	2. Complete Application for Private School License (PDE-1003) form.		
3. The school shall be housed in a facility which provides adequate space and allows it to meet educational objectives. 22 Pa. Code § 73.92. Board staff shall visit the facility before approval may be granted. 22 Pa. Code § 73.93. The site visit fee is $500. 22 Pa. Code § 73.151(4).	3. Prepare a floor plan of the school facility which includes square footage of all instructional space. Obtain a current Certificate of Occupancy or equivalent that provides verification that the premises meet all safety requirements applicable to the type of program to be offered.		
4. Applicant shall submit verification of type of ownership. 22 Pa. Code § 73.52(2).	4. a. Pennsylvania corporations - submit Certificate of Incorporation obtained from Corporation Bureau.		

Requirements	Instructions	Completed by Applicant	Verified by Board Staff
4. Applicant shall submit verification of type of ownership, continued.	4. b. Registered schools (out-of-state entities) - submit Certificate of business, Fictitious Name Registration and proof of approval/licensure from appropriate agency of state of residence. c. Partnerships - submit partnership agreement. d. Other types of ownership - submit documentation to verify ownership.		
5. A person, partnership, or corporation applying for licensure or registration shall file an application in the manner prescribed by the Board. 22 Pa. Code § 73.51(b). Financial resources shall be adequate to meet obligations to students. 22 Pa. Code § 73.53(2).	5. Complete Personal Data Form (PDE-5004) for each corporate officer or partner or sole owner. Attach three letters of reference, including one bank reference, for each. FOR SOLE OWNER ONLY, submit a personal financial statement.		
6. An application shall contain a copy of a fictitious name registration for each school name which the applicant wishes to appear on the license or registration. 22 Pa. Code § 73.52(2).	6. Submit copy of fictitious name registration for each school name to appear on license or registration.		

Requirements	Instructions	Completed by Applicant	Verified by Board Staff
7. Schools shall include with their applications evidence of surety; options include a surety bond or participation in a Board-approved private surety fund. The required minimum surety level for prospective licensees is $10,000. 22 Pa. Code § 73.54.	7. Submit on surety form an accurately and properly executed surety bond or irrevocable administrative trust obtained from an insurance company or bank, or submit verification of participation in a Board-approved surety fund. See instructions attached.		
8. Applicants "shall provide the Board with a detailed financial report." 22 Pa. Code § 73.53.	8. Prepare a financial report. The Board will not accept a financial report prepared more than six months before the date of the Board meeting. See instructions attached.		
9. "An applicant shall be required to certify compliance with the Board's statement of reasonable service and business ethics." 22 Pa. Code §§ 73.111 - 73.112.	9. Complete and sign Statement on Reasonable Service and Business Ethics (PDE-1647) form.		
10. Requirements for contents and short- and long-term retention of student records are stated in the Regulations. 22 Pa. Code §§ 73.21 - 73.26. Those records must be available to former students if the school closes.	10. Prepare an agreement stating where student records will be housed if the school closes. Include terms of the agreement and signatures of both the depositor and school official.		

Requirements	Instructions	Completed by Applicant	Verified by Board Staff
11. Schools must be administered and staffed by qualified personnel. 22 Pa. Code §§ 73.102 - 73.105.	11. Submit PDE-340 forms and resumes to verify that the Chief Executive Officer, Director, Acting Directors, and Education Supervisors meet requirements.		
12. Application Requirements for new programs are detailed in the Regulations. 22 Pa. Code §§ 73.81 - 73.83 and 73.91. New program components of the application package are also listed. 22 Pa. Code §§ 73.52(6), (7), and (9).	12. Submit a complete application for each proposed program with a completed New Program Checksheet. See Instructions for Applying for Program Approval (PDE-3776) attached.		
13. Contents of student information publications or school catalogs for resident and nonresident instruction are specified in the Regulations. 22 Pa. Code §§ 73.61 - 73.62.	13. Submit a typed draft student information publication or school catalog with the completed Checksheet (PDE-4627). See instructions attached.		
14. A school shall use a written enrollment agreement or alternative binding contract between the school and the student. Contents and requirements are specified in the Regulations. 22 Pa. Code §§ 73.121 - 73.122; 73.131 - 73.137.	14. Submit a complete enrollment agreement or acceptable alternative with the completed Checksheet (PDE-3774). See instructions attached.		

Requirements	Instructions	Completed by Applicant	Verified by Board Staff
15. Admissions Representatives, persons acting for the school off premises in recruiting students, must be licensed by the Board. 24 P.S. § 6502; 22 Pa. Code §§ 73.71 - 73.75.	15. Submit an Application for Admissions Representative's License (PDE-5006) and the required $300 license fee for each representative.		
16. "An application must be complete for board consideration." 24 P.S. § 6507(a)(10).	16. Submit the following: a. Two complete applications b. All required checksheets PDE-3775 PDE-3776 PDE-4627 PDE-3774 c. Application for Admission Representative's License forms, if available. d. Appropriate fee(s): $1,500 initial license or registration fee, $700 for each program application over the first, $500 site visit fee. $750 seminar provider license/registration fee, and $300 each admissions representative license fee, if applicable.		