

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION  
December 4, 1989

SUBJECT: LICENSED PRIVATE SCHOOLS MEMORANDUM #22  
POLICIES AND PROCEDURES CONCERNING APPLICATIONS  
FOR APPROVAL OF NEW PROGRAMS

TO: Chief Executive Officers/Directors  
Licensed/Registered Private Schools

FROM: Dr. Jane A. Stockdale  
Coordinating Secretary  
State Board of Private Licensed Schools

Effective this date, the following policies and procedures apply to all applications for approval of new programs submitted for consideration by the State Board of Private Licensed Schools:

1. Because of the increasing volume of work to be done by staff, school administrators should not assume that submission of an application by the deadline is a guarantee that the application will appear on the agenda for the next Board meeting. In addition, placement of an application on an agenda is not a guarantee of program approval.
2. Applications received after the published deadline date for a Board meeting will not be placed on the agenda for that meeting. If possible, the Board's staff will review these applications for completeness and absence of deficiencies. Applicants will be informed of omissions and deficiencies and will be given an opportunity to correct them before the next deadline date.
3. It is the responsibility of school administrators to ensure that all new program applications are received by the Board on or before the published deadline date.
4. Incomplete applications received on or before a published deadline date will not be placed on the next agenda. If possible, staff will inform school administrators of the items missing from the application in time for them to be submitted for the next meeting. The attached Instructions for Applying for Program Approval define a complete application.
5. Staff members will continue their present practice of informing school administrators in advance that their application is scheduled for consideration by the Board. However, school administrators do not have to wait to receive this information. They should feel free to contact this office to be sure that an application has been received, reviewed and will appear on an agenda.

6. The Board will continue to follow its current practice of requiring a complete new program application in situations where (a) the occupational objectives of an existing program have been changed, and/or (b) program lengths have been changed by 25% or more of the program's total program hours or lessons (lessons apply to correspondence programs only).

Please remember that all Board meetings are public. You are encouraged to attend any time an application you have submitted is on an agenda.

If you need any of the forms listed in the attached instructions or have questions about this memo, please call your designated contact person at (717) 783-8229.