STATE BOARD OF PRIVATE LICENSED SCHOOLS
Pennsylvania Department of Education

APPLICATION MATERIALS – NEW SCHOOL LICENSE/REGISTRATION

Listed below are the items needed to apply to the State Board of Private Licensed Schools for license/registration. All of these items should be in the enclosed packet unless otherwise indicated on the list.

Please review the packet to be sure that it is complete. Omitted items or extra sets of materials may be requested by calling 717-783-8228 (TTY #717-783-8445).

Application Forms and Instructions

Schedule for New School Orientation Seminars	
Registration Sheet for New School Orientation Seminar	
Board Policy Memorandum #66 Regarding Certificate of Occupancy	
Calendar for the State Board of Private Licensed Schools Board Meetings	
Instructions for Applying for Private School License/Registration	**PDE 3775**
Application for Private School License/Registration	**PDE 1003**
Guidance and Instructions for Completing and Submitting Financial Statements	
Board Policy Memorandum #63 Regarding Financial Reporting	
Personal Data Sheet	**PDE 5004**
Qualifications of School Director or Acting Director	**PDE 340**
Instructions for Preparation of the Private Licensed School Contract Bond	
Board Policy Memorandum #30 Regarding Surety and Bond Requirements	
Private Licensed School Contract Bond Form	**PDE 1619**
Irrevocable Administrative Trust Agreement Form	**PDE 4670**
Statement on Reasonable Service and Business Ethics	**PDE 1647**
Student Information Publication or Catalog Requirements and Instructions	**PDE 4627**
Enrollment Agreement Check Sheet	**PDE 3774**
Instructions for Applying for Program Approval	**PDE 3776**
Board Policy Memorandum #65 Regarding Limits on the Number of New Program Applications	
Memo Dated May 18, 2005 with Additional Instructions on Preparing New Program Applications	
Summary Information About Proposed Program or Course	**PDE 3003**

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APPLICATION MATERIALS – NEW SCHOOL LICENSE/REGISTRATION

Application Forms and Instructions
(continued)

Program/Course Outline	**PDE 3004**
Sample Syllabus	
Qualifications of Instructor	**PDE 279**
Application for Admissions Representative's License	**PDE 5006**
Review and Evaluation Guide for Resident Programs	**PDE 3786**
Guidelines and Forms for Use in Evaluating Distance Education Programs/Courses	**PDE 3743**

The Private Licensed Schools Act and the Regulations of the State Board of Private Licensed Schools