



November 17, 2016

**SUBJECT: December 2016 Applicant Orientation**

**TO:** Applicants for License/Registration  
State Board of Private Licensed Schools

**FROM:** J.K. Magnani, Board Administrator Supervisor  
Division of Higher and Career Education

The following is the December 2016 schedule for the orientation workshop for applicants considering submission of an application as a licensed or registered Private Licensed School. Attendance at an orientation workshop is required prior to submission of a new school application. There is a fee of \$300 per participant. (NO CASH MAY BE ACCEPTED). This fee is due in advance of the seminar.

The seminar will be held from 12:30 - 4:00 PM in Heritage Room A (lobby level) of the Pennsylvania Department of Education at 333 Market Street, Harrisburg, PA.

**Date:**

December 7, 2016

Pre-registration is required. To register, please call Mrs. Elizabeth Perry at 717-783-8228.

Mail the \$300 registration fee to:

**DIVISION OF HIGHER AND CAREER EDUCATION  
PENNSYLVANIA DEPARTMENT OF EDUCATION  
12TH FLOOR  
333 MARKET STREET  
HARRISBURG, PA 17126-0333**

PLEASE MAKE CHECKS PAYABLE TO:  
**PENNSYLVANIA DEPARTMENT OF REVENUE**