



pennsylvania
DEPARTMENT OF EDUCATION

September 2, 2016

SUBJECT: 2017 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 2017 schedule for orientation workshops 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.

All seminars except (May 3) will be from 12:30 - 4:00 PM in Heritage Room A (lobby level) in the Pennsylvania Department of Education at 333 Market Street, Harrisburg, PA. May 3, 2017 will be in the E-Center on the 3rd floor at the same location.

Dates:

January 4, 2017	July 5, 2017
February 1, 2017	August 2, 2017
March 1, 2017	September 6, 2017
April 5, 2017	October 4, 2017
*May 3, 2017	November 1, 2017
June 7, 2017	December 6, 2017

Pre-registration is required. To register, please call 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