**COMMONWEALTH OF PENNSYLVANIA**
**DEPARTMENT OF EDUCATION**
February 8, 2007

**SUBJECT:** Private Licensed Schools Memorandum #66

**TO:** Chief Executive Officers/Directors
Licensed/Registered Private Schools
Applicants for Licensure and Registration

**FROM:** Patricia Landis, Chief
Division of Private Licensed Schools

## CERTIFICATE OF OCCUPANCY REQUIRED

This memorandum replaces Board Memorandum #64.

All applications for Board consideration involving a facility must include an appropriate, valid certificate of occupancy for the facility as it will be used for the school. The regulations require a certificate of occupancy for all facilities in 22 Pa. Code § 73.52 (5) and 22 Pa Code § 73.92. The statue in 24 P.S. § 65 07 (10) requires all applications to be complete prior to Board consideration. Form PDE-3775, Instructions for Applying for Private School License or Registration stipulates that the certificate of occupancy must be provided at least 3 weeks before the date of the Board meeting.

The Board has emphasized that applications may not be placed on the agenda for review unless the certificate of occupancy is provided at least 3 weeks before the Board meeting date.

This requirement applies to all applications for approval of a new school license, branch, remote facility, site expansion, change of location, or any other application related to a facility.