COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
February 14, 2008

SUBJECT: Private Licensed Schools Memorandum #68

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

FROM: Patricia Landis, Chief
Division of Private Licensed Schools

EXTERNSHIPS

Externships that are approved as a part of a Board-approved program are an integral component of the educational program. Students need to be assured that they will be placed in externships upon completion of the didactic portion of the program. The Board expects all students to be offered an externship site within 30 days of the completion of the didactic portion of the program.

Students may voluntarily request leave of absence between the didactic portion of the program and the externship portion just like they may request LOA at any other portion of the program. But the school may not initiate LOA because there are insufficient externship sites.

If the field requires students to have medical or criminal record clearances prior to employment or placement in an externship, those clearances should be required as a prerequisite for enrollment. If certain sites require clearances or immunizations, the student should be informed with sufficient notice to accommodate the clearances or immunizations prior to completion of the didactic portion of the program. Any updates of clearances required for enrollment must be completed in a timely fashion so that they do not interfere with or delay externship placement. Placement in an externship should not be delayed to accommodate clearances or immunizations.

If the school does not have sufficient externship sites to accommodate the students who complete the didactic portion of the program, program enrollment must be adjusted or the externship opportunities must be expanded. The Board considers failure to make timely externship placements to be a violation of 22 Pa. Code 73.112 as failure to deliver the educational program as contracted.