



State Board of Private Licensed Schools New Director Seminar Registration Form

New Directors are required to participate in a New Director Seminar within six months of assuming the role of school Director. Participation is also required by the Directors of newly licensed/registered schools within six months of the school receiving approval. There is no fee for this seminar.

Although not required, it is recommended that Acting Directors attend. Additional school staff who are responsible for submitting applications and reporting financials may also attend, but not in lieu of the Director.

Seminars are conducted from 8:30 a.m. to 12:30 p.m. Attendance is taken periodically throughout the session to verify and award a certificate of attendance.

Registration for session date:

Attending: : **Full Seminar** : **New Program Application Training**

School Name

School's Complete Mailing Address:

Participant's Name and Title:

Participant's Email Address:

Participant's Daytime Telephone Number:

All seminars are conducted via Microsoft Teams. If you do not currently utilize Microsoft Teams, it will be necessary for you to download the app prior to attending. You are encouraged to do this as soon as you register for the seminar.

You will receive an invitation to join an established Team from the seminar host 48-72 hours prior to the day of the event to the email address provided on the registration form. The invitation will also contain the resources that will be used during the orientation.

Cameras are not necessary as the seminar will not use video. However, the presenter will share their computer screen during demonstrations; therefore, it is advisable to join the seminar using a computer rather than a mobile device.

A completed registration form must be received in the Division's office by 5:00PM EST the day prior to the seminar (no exceptions will be made). It is recommended that registration forms be submitted no later than 10 days prior to the session you plan to attend.

Email your completed registration form to RA-PLS@pa.gov.

Please call (717) 783-8228 to verify that your registration form was received.

If you are unable to attend the seminar you register for, please be courteous and call or email to cancel your registration. A new registration form will be needed to reschedule.

Required New Program Application Training

Schools intending to submit a New Program Application to the Board for consideration are required to have the individual completing the application, or the individual certifying the application, participate in the 'New Director Seminar Part 1 - New Program Application' within the 12 months PRIOR to submission.

The 'New Program Application Training' portion of the seminar is conducted from 8:30 a.m. to 10 a.m.