



# State Board of Private Licensed Schools New School Orientation Seminar Registration Sheet

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Please complete this form and submit it no later than 10 days prior to the session which you plan to attend. A fee of **\$300 per three participants** must accompany this registration sheet. Please make check/money order payable to **Pennsylvania Department of Education**. Cash and credit not accepted.

I/We plan to attend the orientation session scheduled for:

Orientation session fee of \$300/3 participants is enclosed. (Please Check to Confirm)

Number of participants:        x \$300 = \$                      Check/Money Order No.:

Names and addresses of all attendees and the organization(s) they represent:

Name	Address	Organization	Email Address	Daytime Phone Number

Name of Proposed School (If available):

Type of Courses/Programs Proposed:

**All seminars will be held via ZOOM.**

- An Outlook Calendar invite will be emailed to the email address/es provided prior to the orientation seminar date.
- Cameras are not necessary as the orientation seminar will not use video. However, the presenter will share their computer screen and it is advisable to join the seminar using a computer.
- The orientation seminar will run from 12:30 p.m. to 3:30 p.m. on the scheduled date, with attendance taken periodically throughout the event to award a certificate of attendance.

**Send Completed Form and Payment to:**

Division of Higher and Career Education  
 PA Department of Education  
 333 Market Street, 12<sup>th</sup> Floor  
 Harrisburg, PA 17126-0333  
 Email: [RA-PLS@pa.gov](mailto:RA-PLS@pa.gov)

For questions, call: (717) 783-8228 [TTY# (717) 783-8445]