



**TO** Chief Executive Officers/Directors  
Private Licensed/Registered Schools

**FROM** Nicole Campbell, Division Chief

**DATE** May 19, 2022

**RE** Private Licensed Schools Policy Memorandum #102

### **Substantive and Non-Substantive Program Changes**

**The State Board of Private Licensed Schools, at the meeting held on May 19, 2022, approved the following policy under the authority of 24 P.S. §6504 (a).**

This policy memo is regarding current Board-approved programs for which the school would like to request changes be approved. In accordance with 22 Pa. Code § 73.82, program changes must be approved by the Board in advance of the revised program being offered to students.

A non-substantive program change includes changes to clock hours, lessons, or credits; changes to program courses; and/or changes in delivery mode which in combined total represent 24.99% or less in total program change within a one-year period.

A request for the approval of non-substantive program changes requires the submission of a Program Change application for Board staff consideration.

A substantive program change includes changes in clock hours, lessons, or credits; changes to program courses; and/or changes in delivery mode which in combined total represent 25% or more in total program change within a one-year period.

A substantive program change also includes changes to program objectives that result in a change in occupational outcomes; a school's initial request to offer the program via a new delivery modality; and/or the cancellation (discontinuation) of a program or course.

A request for the approval of substantive program changes requires the submission of a New Program application for Board consideration.

The cancellation (discontinuation) of a program or course requires the school to notify Board staff of the program change as a reportable event, in accordance with 22 Pa. Code § 73.201.

If you have questions about the information provided in this memorandum, or you are encountering a scenario that the Board has not addressed, please contact your school's assigned Board Administrator.