

**TO** Chief Executive Officers/Directors  
Licensed/Registered Schools, State Board of Private Licensed Schools

**FROM** Nicole Campbell, Division Chief

**DATE** November 18, 2021

**RE** Private Licensed Schools Memorandum #95

### **Compliance Audits and Site Visits**

**The State Board of Private Licensed Schools, at the meeting held on November 18, 2021, approved this policy under the authority of 24 P.S. §6504 (a).**

The purpose of this memorandum is to address the scheduling of compliance audits and corresponding site visits.

In accordance with 22 Pa. Code § 42.57 and § 73.55, Board staff will make virtual and/or physical site visits to schools to ensure compliance with statute, regulations, and policy, as well as to review and evaluate educational programming. Such visits may be made without prior notice to the school and may utilize self-studies, staff reviews, and external evaluations.

Newly licensed/registered schools should anticipate being scheduled for a compliance audit and corresponding site visit one year after initial Board approval.

Compliance audits and corresponding site visits for existing schools are conducted by staff on a rolling basis, with consideration given to the school's compliance with Board statute, regulations, and policy, as well the school's compliance with accreditation as applicable.

Schools with school-wide accreditation will be scheduled for a compliance audit and corresponding site visit every five years. Schools that are accredited but have fallen below satisfactory status with either the Board or the accrediting agency, may have a compliance audit and corresponding site visit scheduled earlier or more frequently.

Schools which are not accredited will be scheduled for a compliance audit and corresponding site visit every three years. Schools that are not accredited but have fallen below satisfactory status with the Board, may have a compliance audit and corresponding site visit scheduled earlier or more frequently.

Compliance audits and corresponding site visits are conducted for both licensed (in-state) and registered (out-of-state) schools.

Site visits for licensed (in-state) schools may be virtual, physical, or a combination of both. Site visits for registered (out-of-state) schools will be virtual. Schools that offer programming via distance education only, and that do not permit students on-site for any purpose, may not have a site visit conducted; however, a compliance audit will still be conducted.

If you have questions about the information provided in this memorandum, please email Board staff at [ra-pls@pa.gov](mailto:ra-pls@pa.gov).