



**TO** Private Licensed/Registered Schools  
**FROM** Nicole Campbell, Division Chief  
**DATE** August 17, 2023  
**RE** Private Licensed Schools Policy Memorandum #110

**External Consultants**

**The State Board of Private Licensed Schools, at the meeting held on August 17, 2023, approved the following policy under the authority of 24 P.S. §6504 (a).**

It is important that school personnel be able to demonstrate to the Board that they are fully capable of offering quality programs and services to students, as well as that the school has the internal infrastructure and qualified administrators, faculty, and staff to successfully operate the school.

This policy is provided to assist licensed, registered, and new applicant schools understand the perspective of the Board regarding the utilization of external consultants in all Board-related matters.

*External consultants are independent contractors or consulting groups that are hired to provide expertise on specific projects or issues.*

*External consultants do not include legal counsel representation or correspondence regarding the school's legal matters; however, it is expected that legal counsel will include the school in all exchanges of information and that the school will be present during representation.*

The Board does not take a position about whether schools should seek the assistance of an external consultant (financial, education, etc.). Furthermore, the Board and staff do not provide recommendations to schools seeking external assistance.

If a school chooses to use an external consultant, the consultant may not participate during any part of an on-site evaluation or presentation to the Board. Nor may the consultant directly contact the Board or staff. The Board and staff expect to communicate directly with the school's administrators and employees of the school and not with an external consultant.

Should you have any questions, please contact your school's assigned Board Administrator.