

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION**

September 3, 2014

**SUBJECT:** New Director Seminar  
Financial Seminar

**TO:** Chief Executive Officers/Directors  
Licensed/Registered Private Schools  
Applicants for Licensure and Registration

**FROM:** J.K. Magnani, Board Administrator Supervisor  
Division of Higher and Career Education

The New Director Seminar is offered quarterly to brief new school directors on compliance and reporting requirements. The seminar consists of 3 components: a session on new program applications, a session on compliance, and a session on financial reporting.

Board Memorandum #71 requires all directors of newly licensed schools and all new directors at existing schools to attend the seminar within 6 months of assuming the position as school director. [All seminars will be held from 12:30 – 4:30 in a conference room in the Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA.](#) Seminars will be offered on the following dates:

<b>January 8, 2015</b>	<b>July 8, 2015</b>
<b>April 8, 2015</b>	<b>October 8, 2015</b>

Sessions will be offered at the following times:

9:00 - 10:30 – New Program Application

10:30 - 12:30 – Compliance

1:00 - 3:00 – Financial Statements

There is no charge for these seminars. Reservations are required. Please call Ms. Elizabeth Perry in the Division of Higher and Career Education at 717-783-8228 to reserve your place. Please specify which sessions you plan to attend when you make your reservation.