



**TO** Private Licensed/Registered Schools  
**FROM** Nicole Campbell, Division Chief  
**DATE** August 17, 2023  
**RE** Private Licensed Schools Policy Memorandum #109

### **Voluntary Licensure**

**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).**

In accordance with 24 P.S. § 6505 and 22 Pa. Code § 73.31, a school which is not required to obtain a license may apply for a license and, upon approval and issuance of the license, shall be subject to the provisions of this act and this chapter. The school may voluntarily surrender its license and revert to its unlicensed status.

Voluntarily licensed/registered schools are subject to all the provisions of the State Board of Private Licensed Schools statute and regulations, including, but not limited to:

- Board-approval for all offered career and trade programs intended to lead to entry-level employment.
- Licensing of off-campus admission representatives for enrollment in Board-approved programs.
- Completion and submission of all compliance audit and renewal applications.
- Appropriate use of advertising and representations.
- Maintaining minimum administrative and instructional staff qualifications.
- Board-approval of all branch and remote locations.
- Maintenance and retention of student records and transcripts of academic performance.
- Maintaining adequate and acceptable surety coverage.
- School closing procedures.

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