



State Board of Private Licensed Schools Application for Change of Ownership

In accordance with 22 Pa. Code § 73.143, a school license is not transferable. The license cannot be purchased and used to operate a new school or a school with significant immediate changes. However, 22 Pa. Code § 173.143 (1) permits a change of ownership of an operating school when the faculty, student body, programs and location of the school remain essentially the same.

Complete a form for each new owner or officer.

- For a proprietorship, submit a form for the owner.*
- For a partnership, submit a form for each partner.*
- For an LLC, submit a form for each member with an interest of 5% or above.*
- For a corporation, submit a form for each corporate officer.*
- For a corporation with subsidiaries, submit a form for each officer in the subsidiary one level up from the school or for the subsidiary that has changed that is closest to the school. The Board may request financial information, disclosures, or clearances for officers of the parent or other related subsidiaries.*

School Name:

School Address:

New Owner or Officer Name:

New Owner or Officer Address:

Role of applicant in new ownership structure:

% Ownership:

Date of consummation of ownership change:

Date of submission of application:

NOTE: In accordance with 22 Pa. Code § 73.143 (b), the application must be submitted within 14 calendar days of the consummation of the transaction.

1. Do you currently have an ownership stake of more than 5% or serve as an officer in the ownership of other schools?

Yes No

If Yes, List School Name(s) and Location(s)

2. Have you ever held an ownership stake of more than 5% or served as an officer in the ownership of other schools?

Yes No

If Yes, List School Name(s) and Location(s)

3. Have you ever held an ownership stake of more than 5% or served as an officer in the ownership of a school that had the authority to operate suspended or revoked in any state?

Yes No

If Yes, List School Name(s) and State(s)

If Yes, provide details on an attached statement.

4. Have you ever held an ownership stake of more than 5% or served as director or an officer in the ownership of a school that was denied accreditation?

Yes No

If Yes, List School Name(s) and Accrediting Agency

If Yes, provide details on an attached statement.

5. Have you ever held ownership stake of more than 5% or served as director or an officer in the ownership of a school that had accreditation revoked?

Yes No

If Yes, List School Name(s) and Accrediting Agency

If Yes, provide details on an attached statement.

6. Have you ever held an ownership stake of more than 5% or served as director or an officer in the ownership of a school that closed without completing the education program for all enrolled students?

Yes No

If Yes, List School Name(s) and State(s)

If Yes, provide details on an attached statement.

7. Have you entered a plea of guilty, nolo contendere or been found guilty of a crime constituting a misdemeanor or felony by a judge or jury in any state or federal court?

Yes No

If yes, provide details on an attached statement.

8. Have you ever been an officer or owner of a corporation or business that has filed for bankruptcy?

Yes No

If Yes, provide details on an attached statement.

9. Have you ever filed for personal bankruptcy?

Yes No

If yes, provide details on an attached statement.

I certify the above to be complete, true, and accurate.

Signature of New Owner or Officer

Date

Attachments Required

Please provide the following documents as an attachment to this application for approval of a change of ownership

- **FBI Criminal Background Check for this officer**
- **PA State Police Criminal History Record for this officer**
- **Credit Report for this officer**

Submission Instructions

A change of ownership fee in the amount of \$5,000.00, made payable to the Pennsylvania Department of Revenue must be mailed to:

Division of Higher and Career Education
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126

NOTE: The change of ownership application is not considered complete and cannot be processed until the \$5,000 fee is received.

The following documentation must be submitted electronically to the Division's SharePoint site with this Change of Ownership application form within 14 calendar days of the consummation of the transaction. Applications that are not complete within 14 calendar days will be considered late. The Board may initiate enforcement action or deny approval of the change of ownership if the application is received after the deadline date.

1. An audited or reviewed financial statement for the buyer to include a minimum of an income statement and balance sheet. Submit this requirement as a separate document.
2. A post-acquisition financial statement for the school on the Board's PDE-2006 form. Submit this requirement as a separate document in the Excel format. Do not convert to pdf and do not include with other documents.
3. A signed statement assuring completion of contracts with existing students.
4. Evidence of surety in accordance with 22 Pa. Code § 73.54 in the name of the new owner. If surety is to be provided through a new surety bond, the original bond must be mailed to the address above and a copy should be included with the application materials submitted electronically.
5. Evidence that a bona fide sales transaction has taken place: include a copy of the legally binding document between buyer and seller which was executed at closing.
6. Documentation of appropriate business registration for the new owner with the Pennsylvania Department of State, Corporate Bureau.
7. The fictitious name registration for the school, if applicable.
8. An updated disposition of student records statement.
9. Reasonable Service and Business Ethics Statements signed by the new owners.
10. Confirmation that the school will continue to retain, protect, and service all student transcripts for students who graduated from the school under previous ownership or transcripts for closed schools that are held by the school being purchased.

To submit to the Division's SharePoint site:

1. Go to <https://collab.pde.pa.gov/PLS/SitePages/Application%20Submission.aspx>
2. Choose Generic School User
3. User ID: user\PLSAPP
4. Password: PLS#apply1
5. Select "Add document"
6. Select "Browse" and select the file from your own drive. Click OK.
7. In the first drop-down menu, select "Other Approval".
8. Enter the other information as requested and click Save.
9. *You will not be able to see your application.
10. This is a security setting to protect the privacy of each applicant.