



**State Board of Private Licensed Schools
New School Applicant Orientation Seminar Registration Form**

All applicants seeking licensure/registration as a Private Licensed School are required to attend the New School Applicant Orientation Seminar.

Participation in a seminar is required within the 12 months PRIOR to applying.

This seminar is offered to provide new school applicants with the opportunity to review the application process; the necessary applications; terminology; and critical statute, regulations, and Board policies. Questions, comments, and discussions will be limited to this purpose. New school applicants may wish to invite counsel, consultants, or other individuals who have an interest in attending the orientation on the school's behalf. Applicants may have up to three (3) individuals attend the orientation per fee paid, two (2) of which may be non-school attendees invited by the school.

The fee for the seminar is \$300 for three (3) participants from the same applicant school. Please complete and submit a separate registration form for each group of three (3) participants. Please visit [Payment Options - Online Payment Center](#) for information on submitting payment.

Seminars are conducted from 12:30 p.m. to 4:00 p.m. Attendance is taken periodically throughout the session to verify and award a certificate of attendance.

Registration for session date: **Wednesday,**

Proposed School Name:

Current Business Name:

Current Business Address:

Participant #1	First and Last Name	Email Address	Daytime Phone #
Participant #2	First and Last Name	Email Address	Daytime Phone #
Participant #3	First and Last Name	Email Address	Daytime Phone #

All seminars are conducted via Microsoft Teams. If you do not currently utilize Microsoft Teams, it will be necessary for you to download the app prior to attending. You are encouraged to do this as soon as you register for the seminar.

You will receive an invitation to join an established Team from the seminar host 24-72 hours prior to the day of the event to the email address/es provided on the registration form. The invitation will also contain the resources that will be used during the orientation. **Please be sure the provided email addresses are legible and accurate, otherwise you may not receive your anticipated invitation.**

Cameras are not necessary as the seminar will not use video. However, the presenters will share their computer screen during demonstrations; therefore, it is required to join the seminar using a computer rather than a mobile device.

A completed registration form and accompanying registration fees must be received in the Division's office five (5) business days prior to the seminar (this is the Wednesday prior to the session to be attended, no exceptions will be made).

Email your completed registration form to RA-PLS@pa.gov. If fees were paid through the online payment center, please include a copy of your receipt. Otherwise, we will anticipate a check or money order to arrive by standard mail five (5) business days prior to the seminar date to be attended.