



Pennsylvania State Board of Private Licensed Schools

July 26, 2023

Division Separation

Division of Higher Education,
Access, and Equity
Lynette Kuhn, Chief
Articles XX-G and XX-J
NC-SARA
colleges & universities
email: ra-highereducation@pa.gov

Division of Law Enforcement
Education and Trade Schools
Nicole Campbell, Chief
State Board of
Private Licensed Schools

▶ PLS Board Committees and Duties

- **Executive Committee**
 - Policy and procedures – Board Policy Memos
 - Concerns facing the industry
 - Nicole Campbell is staff to the committee
- **Financial Review Committee (FRC)**
 - New school applications
 - Financial strength and solvency
 - Changes of ownership
 - Allison Felix is staff to the committee

PLS Board Committees and Duties

- **Curriculum Committee**
 - Distance Education applications
(new programs and initial approvals)
 - Industry requirements i.e., licensure/certification, training requirements
 - Jenny Piper is staff to the committee
- **Review and Recommendation Panel (RRP)**
 - Escalated matters of statute and regulatory violations
i.e., preliminary notices of violation unanswered, or incomplete answers, unlicensed activity, student complaints
 - Currently Nicole is staff to the committee

Board vs. Staff, Review and Approval

Required Board Review & Approval

- New school applications **
- New program applications **
- Substantive change program applications **
- Distance education initial approval **
- Admission representative licensure **
- Remote locations
- Branch locations **
- School relocation and expansion
- Academic records repository
- Regulatory enforcement actions
- Scholarships **
- Fictitious/alternate school name **
- Change of ownership **
- Change in ownership structure

**** Board staff cannot provide tentative approval**

Required Board Staff Review & Approval

- Statute and regulatory compliance
- Materially complete applications
- Renewal applications
- Site visits
- Tuition and fee changes
- Director and Acting Director changes
- Non-substantive Program revisions
- Complaint investigations
- Unlicensed activity investigations
- School closures
- Financial reporting collection
- Statistical data collection

Online Payment System

- **Beginning July 1, 2023**, payments for the State Board of Private Licensed Schools fees will be received via the [Online Payment Center](#)
- **Payment Reference** – be sure to provide your school's name and city as the 'Payment Reference'.
Failure to provide this information will delay the processing of the school's request as we will need to verify the source of any anonymous payments.
- **Email** – to receive an emailed receipt of your payment, you must provide your email address when processing the payment.
Receiving an emailed receipt is recommended for all transactions, especially in the event the school fails to provide the school's name and city as the 'Payment Reference'.

▶ Online Payment System

- **Program ID** – Carefully select the correct Program ID, which is the service/item you are paying the fee for.
Selecting an incorrect Program ID will delay the processing of the school's request, as the payment will be applied to the selected Program ID (service/item).
- **Fees** – There is a 2% transaction fee charged for credit cards. There is no fee charged for ACH transactions.
- **Fee-for-Service** – The State Board of Private Licensed Schools operates using a fee-for-service business model. Payment for requested services must be received in advance of services being provided, as well as payment must be received by any imposed deadlines.

Central Repository

Academic Year runs July 1 – June 30

- **Phase 1** Submission of Closed School Transcripts
- **Phase 2** 9/1/2023-8/1/2025
Open Schools/New Applicants contract with Verif-y at the time of licensure/renewal
Submission of Transcripts 2021-2022 and 2022-2023
- **Phase 3** Open Schools, Historical Records
Division Chief will solicit records from school Director 2020-2021 and prior
- **Phase 4** Open Schools submit 2023-2024 before 9/30/2024
Annually by 9/30 moving forward

Central Repository

- Verif-y Introduction and Procedures Webinar - July 12, 2023
- The link is available on our [website homepage](#) and below!

[Webinar Recording, Verif-y Introduction and Procedures](#)

This recording will be available through August 11, 2023.

- Verif-y Representative, **Manda Koss**
- Email: **mkoss@verif-y.com**
- Phone: **610-842-7251**
- Address: **3401 Market Street, Philadelphia, PA 19104**

Central Repository

- [Board Policy Memo #106](#)
 - Starting with licenses expiring September 1, 2023
 - Prior to license renewal, schools will be required to enter into an agreement with the central repository, Verif-y
 - Biennial fee of \$250 to be paid upon signing of agreement
 - Transcripts for academic years 2021-2022 and 2022-2023 will be required to be uploaded upon signing of agreement
 - Historical transcripts will be solicited for by the Division Chief

Commercial Truck Driving Programs

- [Board Policy Memo #93](#)
- Simplified consumer protection policies and disclosures, and equipment documentation requirements
- Removed 90% attendance requirement
(school's attendance requirement should be included in catalog)

Time to Test Your Knowledge

IT'S BINGO TIME

- You will need your BINGO card and a writing or marking instrument!
- We will ask a question and you will need to find the correct answer on your card.
- There is a possibility of multiple winners – so don't be dismayed if someone yells BINGO before you do 😊

Questions

1. What date is the Annual Statistical Report due?
(Coordinated by the Division of Law Enforcement Education and Trade Schools)
2. What date is the Higher Education Report due?
(Coordinated by the Division of Higher Education, Access, and Equity)
3. Which Division is responsible for Article XX-G Sexual Violence Education, Article XX-J Sexual Violence Policy and Anonymous Online Reporting System, and the associated MOU and It's on Us grant?
4. What is the maximum registration/enrollment/admissions fee permitted?
5. What is the license renewal fee based on?

Questions

6. How often are licenses renewed?
7. How many days are allowed for a refund/adjustment to the student's account once they have been determined a withdrawal or have been terminated?
8. What is the Director/Acting Director Qualifications form number?
9. What is the Instructor Qualifications forms number?
10. How many Board members are there in total?
11. What is a bond rider?
12. How many days in advance must you notify current students of a tuition change?

Questions

13. As of June 30, 2023, what are your payment options?
14. When will the requirement to enter into agreement with the central repository begin?
15. How often can you attend the New Director Seminar?
16. The date on which refund calculations are based for clock hour programs is _____.
17. The PLS definition of a branch is a facility that offers _____ curriculum as the licensed school, is in a county contiguous to the licensed school or within less than a 60-mile radius of the licensed school, and an enrollment of no more than 50 students.

Questions & Answers

1. What date is the Annual Statistical Report due?
(Coordinated by the Division of Law Enforcement Education and Trade Schools)
Answer: September 30
2. What date is the Higher Education Report due?
(Coordinated by the Division of Higher Education, Access, and Equity)
Answer: March 1
3. Which Division is responsible for Article XX-G Sexual Violence Education, Article XX-J Sexual Violence Policy and Anonymous Online Reporting System, and the associated MOU and It's on Us grant?
Answer: Division of Higher Education, Access, and Equity
4. What is the maximum registration/enrollment/admissions fee permitted?
Answer: \$150 or 15% of tuition, whichever is lower
5. What is the license renewal fee based on?
Answer: Gross tuition and fees revenue

Questions & Answers

6. How often are licenses renewed?
Answer: Biennially, every 2 years
7. How many days are allowed for a refund/adjustment to the student's account once they have been determined a withdrawal or have been terminated?
Answer: 30 Days
8. What is the Director/Acting Director Qualifications form number?
Answer: PDE-340
9. What is the Instructor Qualifications forms number?
Answer: PDE-279
10. How many Board members are there in total?
Answer: 15
11. What is a bond rider?
Answer: Amendment to surety bond
12. How many days in advance must you notify current students of a tuition change?
Answer: 60 days

Questions & Answers

13. As of June 30, 2023, what are your payment options?

Answer: Online only, via the Online Payment Center

14. When will the requirement to enter into agreement with the central repository begin?

Answer: September 1, 2023

15. How often can you attend the New Director Seminar?

Answer: As often as you wish

16. The date by which refund calculations are based on for clock hour programs is _____.

Answer: The student's last day of attendance

17. The PLS definition of a branch is a facility that offers _____ curriculum as the licensed school, is in a county contiguous to the licensed school or within less than a 60-mile radius of the licensed school, and an enrollment of no more than 50 students.

Answer: The same

Summary and Best Practices

- Create a Director Succession Binder
- Attend the New Director Seminar every January
- Update Director and Acting Directors every January
- Hold a faculty meeting every January
- Bookmark our [website](#) and visit it often, especially 2 weeks before and after the Board meeting
- Establish calendar reminders for reporting due dates, renewal dates, etc.
- When in doubt – reach out to your Board Administrator.
Forgiveness is not always better than permission!

2022-2023 Annual Statistical Report

- All schools are mandated to submit the report by **September 30** in accordance with 24 P.S. § 6504 (d)
- The data you report must pertain to the time period **beginning July 1, 2022, and ending June 30, 2023**
- Failure to submit the report by the deadline will result in a statute violation of 24 P.S. § 6513 (b) (4)
- Reference the [Annual Statistical Report Instruction Manual](#) prior to emailing with questions
- Having issues? Email the Division Chief at nicampbell@pa.gov

Annual Reminders

License Renewals
Every 2 Years
Due on the 7th day of the month
prior to expiration.

Compliance Audits
Non-accredited – Every 3 years
Accredited – Every 5 Years

Quarterly Reports
Deadlines posted on our
website (4 weeks prior to FRC
meeting)

PLS Annual Statistical Report
(through PLS)
Becomes accessible in July.
Due on September 30

Higher Education Report
(not through PLS)
It's On Us PA, Article XX-G,
and Article XX-J Due March 1





The mission of the Department of Education is to ensure that every learner has access to a world-class education system that academically prepares children and adults to succeed as productive citizens.

Further, the Department seeks to establish a culture that is committed to improving opportunities throughout the commonwealth by ensuring that technical support, resources, and optimal learning environments are available for all students, whether children or adults.