



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

All applicants seeking licensure/registration to solicit Pennsylvania residents as an employment training provider are required to attend the New School Applicant Orientation Seminar within 12 months PRIOR to applying.

[New School Orientation Seminar Dates](#)

Seminars are conducted from 12:30 p.m. to 4:00 p.m. Attendance is taken periodically throughout the session to confirm participation and award the certificate of attendance required to be included in the New School Application.

At least five (5) business days prior to the selected seminar date (late registrations cannot be accepted):

- Pay \$300 registration fee via [Payment Options - Online Payment Center](#)
- Email completed registration form and payment receipt to RA-PLS@pa.gov

If you are unable to attend the seminar you register for, please be courteous and call or email to cancel your registration. A new registration form will be needed to reschedule.

Registration for session date:

Proposed School Name:

Current Business Name:

Current Business Address:

Anticipated training programs (program name or field of study):

- 1.
- 2.
- 3.

Participants:

1. First and Last Name:

Anticipated role at the school:

Email Address:

Phone Number:

2. First and Last Name:

Anticipated role at the school:

Email Address:

Phone Number:

3. First and Last Name:

Anticipated role at the school:

Email Address:

Phone Number:



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

Registered participants will receive an invitation to join the seminar 24-72 hours prior to the day of the event at the email address/es provided on the registration form. The invitation will also contain the resources that will be used during the orientation.

Cameras are not necessary as the seminar will not use video. However, the presenter 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, accompanying registration fees, and payment receipt 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**). Although, it is recommended that you register as soon as you have selected your date of attendance.

Pay the \$300 registration fee via [Payment Options - Online Payment Center](#).
Email your completed registration form and payment receipt to RA-PLS@pa.gov.

This required seminar is intended 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. Applicants may have up to three (3) school employees attend the orientation per fee paid.