

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
February 19, 2004**

SUBJECT: Private Licensed Schools Memorandum #61

TO: Chief Executive Officers/Directors
Licensed/Registered Private Schools

FROM: Patricia Landis, Chief
Division of Private Licensed Schools

NON-RESIDENT PROGRAM APPLICATION

This is an update and clarification of memorandum #56 regarding the submission of lessons in applications for approval of new non-resident programs.

At its February 14, 2002 meeting, the Board approved a change in application requirements for non-resident programs reducing the requirement for submission lessons to the first 25% of the lessons.

At its February 19, 2004 meeting, the Board has changed this requirement to the submission of the first 25% of **new material**. If the initial portion of the course covers general material that has already been presented to the Board and approved, the new program application should contain the actual lessons for the first 25% of the program that introduces new material that has not yet been considered by the Board - the material that makes this new program unique from other approved offerings.

The school should highlight the new program material on the program outline to facilitate review and confirm which material has already received Board approval during review of another program and which material is new and unique to the current application.