



MEMO

TO Chief Executive Officers/Directors
Licensed/Registered Private Schools

FROM Patricia Landis, Chief

DATE May 9, 2018

RE Private Licensed Schools Memorandum #78

OUT-OF-STATE PROVIDERS AND PA PHYSICAL PRESENCE

In accordance with 24 P.S. § 6502 and 22 Pa. Code § 73.51(c), out-of-state providers must be registered with the State Board of Private Licensed Schools to recruit students to enroll in a program offered at the out-of-state location or via distance education.

Out-of-state schools* that recruit in Pennsylvania and are seeking to establish a physical presence to offer a portion of the program in Pennsylvania will be required to comply with each of the requirements below:

1. The out-of-state school must be registered or apply for registration with the State Board of Private Licensed Schools. The fee for this application is \$7,500.
2. If the out-of-state school that recruits in Pennsylvania is planning to have an in-state facility, this school is considered to have a physical presence in Pennsylvania. This first in-state location must apply for licensure with the State Board of Private Licensed schools. The fee for this application is \$7,500 for one program plus \$750 for the site visit.
3. If the out-of-state school seeks more than one in-state, physical location, each additional location will be processed in accordance with the statute and regulations as either an additional licensed location or a branch in accordance with 24 P.S. §§ 6502, 6507 and 22 Pa. Code §§ 73.51 – 55.
4. If the first licensed facility ceases operation, the school must apply for a change of location to continue operating in Pennsylvania. If this is not done, the in-state school will be considered closed and branch locations and remote sites will not be permitted to operate.

*The out-of-state school is subject to the laws of the Commonwealth of Pennsylvania.