



## **State Board of Private Licensed Schools New Director Seminar Registration Form**

Newly appointed school Directors, including Directors of newly authorized schools, are required to participate in a New Director Seminar within six (6) months of assuming the role. There is no fee for this seminar.

Although not required, it is recommended that Acting Directors also attend. Additional school staff who are responsible for submitting applications and reporting financials may also attend, but not in lieu of the Director.

### New Director Seminar Dates

**Seminars are conducted from 8:30 a.m. to 12:30 p.m.** Attendance is taken periodically throughout the session to confirm participation and award the certificate of attendance required to be included in New Program and Renewal applications. *\*The 'New Program Application' portion of the seminar is conducted from 8:30 a.m. to 10:00 a.m.*

### **At least three (3) business days prior to the selected seminar date:**

- Email completed registration form to [RA-PLS@pa.gov](mailto: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:

Attending:                      Full Seminar                      \*New Program Application only

School Name:

School Mailing Address:

Participant's Name:

Participant's Title:

Participant's Email Address:

Participant's 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.



**pennsylvania**  
DEPARTMENT OF EDUCATION

A completed registration form must be received in the Division's office three (3) business days prior to the seminar. Although, it is recommended that you register as soon as you have selected your date of attendance.

Email your completed registration form to [RA-PLS@pa.gov](mailto:RA-PLS@pa.gov).

*\*Required New Program Application Training – Schools intending to submit a New Program Application to the Board for consideration, are required to have the individual completing the application, or the individual certifying the application, participate in the 'New Director Seminar Part 1 - New Program Application' within 12 months PRIOR to submission. The 'New Program Application Training' portion of the seminar is conducted from 8:30 a.m. to 10 a.m.*