



# Distance Education Registration Form

Non-SARA institutions, which are out-of-state providers of distance education to Pennsylvania residents, must pay a fee of \$5,000.00 annually to access the [PA State Distance Education Registration](#) online system. Please complete this form and email it to [ra-highereducation@pa.gov](mailto:ra-highereducation@pa.gov).

## Basic Information

**1. Name and address of Foreign Corporation or Institution:**

Address:

City:

State:

Zip Code:

Link to Institution Website:

Link to Accreditation information on the Website:

**2. Online Registration System Access to be granted to:**

Title:

Phone Number:

E-Mail:

**3. State Authorization & Compliance Contact Name:**

Title:

Phone Number:

E-Mail:

## Program Information

- Please embed a list of all distance education programs to be offered in Pennsylvania.** *If you are using Adobe Acrobat, please embed your documentation below. If you are using Adobe Reader you will need to attach the documentation to your submission email.*

## Accreditation

1. Is the institution currently accredited?

YES

NO

A. If yes, please provide a link to the accrediting body or evidence that the institution is in good standing with its accreditor:

**B. If not, please stop here. The institution must be accredited by an accrediting agency recognized by the United States Department of Education and accepted by PDE.**

2. Does the institution hold programmatic, professional, or specialized accreditation?

YES

NO

If yes, please list the name of the accrediting bodies with which the institution holds programmatic, professional, or specialized accreditation:

## Assurances

If an institution employs or compensates representatives who have a physical presence in Pennsylvania to assist with internships, clinicals, or any type of field experiences, that institution may need approval as an Education Enterprise under 22 Pa. Code Chapter 36.

This document serves as formal assurance regarding compliance with [PA Code Title 22](#). We hereby affirm that \_\_\_\_\_'s activities in Pennsylvania do not constitute physical presence.

We are committed to maintaining compliance and ensuring transparency in our operations.

**Signature:**

**Title:**

**Date:**

## Payment & Submission

Payments are to be made electronically (ACH/Credit Card).

Please go to: [Payment Form - Business Partner Portal](#) and follow the instructions below:

1. Enter contact information.
2. Agency – Select “Education”.
3. Program ID - Select “52 – REG OF OUT-OF-STATE DISTANCE EDUCATION (NOT SARA)”.
4. Payment Reference: Enter the **name of the institution**.
5. Complete payment details, including the email address to receive a copy of the receipt.
6. **Once payment is completed, please embed the receipt below.**
7. Email the completed form to [ra-highereducation@pa.gov](mailto:ra-highereducation@pa.gov)

Receipt - If you are using Adobe Acrobat, please embed your documentation below. If you are using Adobe Reader you will need to attach the documentation to your submission email.