

**Pennsylvania Department of Education
Information Form for Out-of-State Entities**

In order for the Pennsylvania Department of Education (PDE) to proceed with the orderly development of higher education within the Commonwealth of Pennsylvania and as it addresses federal regulations and inquiries from out of state entities, all out-of-state degree-granting institutions (foreign corporations) seeking information from or approval by PDE, must complete and submit the following information form to PDE. After we have reviewed your responses, we will be in touch with the institution's identified contact person. As noted, the form must be signed by the President or Chief Executive Officer of the institution. This form is for informational purposes only.

Institutional information

Institution's name, address and website URL:

Contact's name, title, and contact information:

Accreditation of the institution:

Provide name and contact information of the institution's accrediting agency.

When was the institution's last accreditation and when is the next review?

Is the institution currently in good standing with the accrediting agency?
If not, please explain why.

Institutional type:

Public, state-supported

Private

Nonprofit

For-profit

Provide:

Company owner(s) of the institution;

Where the company is incorporated or where it filed its registration;

Contact information;

An organizational chart showing the entire company structure.

Whether the company owner operates private licensed schools in Pennsylvania, and, if so, list them with contact information.

Purpose of contact

Identify the purpose of your contact with PDE by completing the relevant sections below. If none of the sections below appropriately identify the purpose of your contact, please provide a detailed narrative explaining the purpose of your contact with PDE.

1. Are you seeking documentation from PA, per the new federal HEA regulations, evidencing that your institution has been approved to operate in PA?
2. Are you seeking information about how your institution could be approved to operate in PA:
 - (a) to offer postsecondary education through distance or correspondence education to PA students? If so:
 - Where is your institution physically located;
 - What percentage of your degree programs consist of resident-based instruction;
 - Explain what activities you want to conduct in PA, including but not limited to, whether you want to advertise, market and/or recruit in PA and/or allow students to engage in internships, practica, clinical preceptorships, student teaching, observations or other such activities in PA;
 - Identify the specific program(s) and the degree, certificate, etc. to which the program(s) leads;
 - For each offering, identify the course or specific requirement that must be completed at a physical location in PA.
 - (b) to only advertise, market and/or recruit your institution or program(s) in PA? If so:
 - How are you proposing to advertise, recruit and/or market in PA;
 - Where are you proposing to advertise, recruit and/or market in PA; and
 - Who will conduct the advertising, recruiting and/or marketing in PA?
 - (c) to only allow students to complete program requirements through internships, practica, clinical preceptorships, student teaching, observations or other such programs conducted at a location in PA? If so:
 - How are you proposing to provide such programs in PA;
 - Where are you proposing to provide such programs in PA;
 - Who will conduct such programs in PA;
 - Have you contacted entities in PA through which to provide such programs, and if so, provide any proposed or executed agreements with these entities?
 - (d) to only participate with a PA school district or Area Vocational Technical School (AVTS) in a concurrent enrollment program? If so:
 - Identify each school district or AVTS with which you intend to enter into a concurrent enrollment agreement; and
 - Identify where the concurrent enrollment programs will be taught.
 - (e) to offer postsecondary education at a physical site located in PA (not through distance or correspondence education)? If so:
 - Where is the proposed physical site located; and
 - Identify the specific program(s) and the degree, certificate, etc. to which the program(s) leads.

- (f) for any other reason? If so:
- Provide a detailed explanation of what you are proposing.
3. Are you seeking permission to use the term “college”, “university”, or seminary in your name?
 4. Does your institution currently have any PA students enrolled in your institution? If so:
 - How many students;
 - In what programs are they enrolled; and
 - Are they performing any of their program requirements at a physical location in PA, and if so, where?
 5. Does your institution currently hire any faculty, independent contractors or other representatives who reside or operate in PA on behalf of your institution? If so:
 - What are the duties of each person;
 - How many reside or operate in PA;
 - At what locations;
 - Are students aware that these people reside or operate in PA, and if so, how are students made aware of this information?

I attest that the information provided to PDE is true and correct to the best of my knowledge.

President or Chief Executive Officer (printed): _____

Signature: _____ **Date:** _____

Please submit this information form to PDE by mailing the form, faxing the form or emailing the form as a scanned .pdf document to:

Division of Higher Education
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
Fax: 717-772-3622

E-mail (for submission of form or questions): RA-COLLUNIVSEMINFO@state.pa.us