1. Submit course and all associated materials to [RA-PWOCYFCPSL@pa.gov](mailto:RA-PWOCYFCPSL@pa.gov). If the file is too large to send via email, please send your materials via postal service to the Office of Children, Youth and Families at:

Office of Children, Youth and Families

ATTN: Mandated Reporter/Act 31 Curriculum

625 Forster Street, Room 103 (Annex)

Harrisburg, PA 17120

1. The Office of Children, Youth and Families (OCYF) will acknowledge receipt of your submitted course, via email, within 5 business days of receiving it.
2. OCYF conducts the reviews based on the order in which the curricula are received. Once the initial review is started, the organization will be contacted by the reviewer. Any changes or recommendations reported by the reviewer must be made by the organization and the curriculum resubmitted for review.
3. Upon completion of the necessary changes, the curriculum will be recommended for approval to the OCYF Project Leader. If any additional changes are required at this time, the organization will be contacted by an OCYF representative. If necessary, OCYF is willing to schedule teleconferences to discuss the identified areas warranting revisions.
4. Upon final approval, OCYF will issue an initial e-mail stating that the curriculum content has been approved and a formal written letter will be provided to the organization. The approved course is then submitted to the Department of State (DOS) for approval.

Please note that the organization may not provide Continuing Education Credits (CEUs) for the course until it is formally approved through the DOS.

1. If the organization also requests approval from the Pennsylvania Department of Education, the approved curriculum will be forwarded to them as well for review and approval.