

INSTRUCTIONS ON COMPLETING THIS ELECTRONIC FORM

I have read and understand these instructions

1. **Before completing this application, please read through the entire form.**
2. Under “File” on the toolbar, click on “Save As” to FIRST save this form to your computer.
3. The input fields can be navigated FORWARD by tabbing, using the right or down arrows on the keyboard, or by left clicking on the field. Should you wish to move BACK in the form, use the left or up arrows, or left click on the field.
4. Should a box need to be checked, such as for a “Yes” or “No” answer, left click on the appropriate box. An “X” should appear. To remove the “X”, click it again.
5. Once the form has been completed, save it a final time and email it, along with all required additional materials included as attachments, to Commission staff.
6. Wherever a signature is required, you must first complete everything on that page electronically and then print out that page and sign. ***All original signed signature pages must be mailed to Commission staff;*** however, the remainder of the form may be emailed as an attachment.
7. Textbooks must be mailed.
8. Should the form require additional documents to be submitted, then the School must either include those items as hard copies with the mailed signature pages, or include them as editable PDF or Word attachments with the emailed electronic form.
9. Should you choose to submit a hard copy of the application, please submit it in a 3-ring binder with tabbed separations for each section. Use divider pages to separate the attachments provided for each section of this application.

Approval: To obtain Approval, the school must have acquired all the resources required to operate the new program. This includes, but is not limited to the following: (1) the hiring of all faculty and staff, (2) the acquisition and installation of all required equipment and resources, (3) the completion of any required changes to the facility, and (4) if applicable, the submission of sufficient numbers of externship agreements to assure externships for all students to be enrolled in the new program. Once Approval for a new program is granted, the school may begin immediately to advertise, enroll students, and operate the program.

**APPLICATION FOR APPROVAL OF
A NEW PROGRAM
OFFERED BY A PRIVATE CAREER SCHOOL**

1. Name of School: _____

2. Address: _____
Street City State Zip

3. Telephone #: _____

4. Fax #: _____

5. E-mail: _____

6. Website: _____

7. Contact Information:

7a. Primary Person to Contact about the New Program:

7b. Title:

7c. Title of New Program:

7d. Proposed Start Date for New Program:

Date Application Received by MHEC: _____

I. GENERAL INFORMATION

- A. Title of new program: _____
- B. Length of new program: _____ clock hours (_____ credit hours, if applicable)
- C. Proposed starting date of new program: _____
- D. Breakdown of program costs:
- \$ _____ tuition
- \$ _____ registration fee
- \$ _____ books and materials costs
- \$ _____ other costs (please identify: _____)
- \$ _____ total program cost
- E. Vocational objectives of the program: *(Identify the page(s) in the revised catalog or catalog addendum where the information identified below is provided.)*
1. the skills to be acquired by program graduates. *(Catalog pages _____)*
 2. the specific occupations for which program graduates will qualify. Please use the **Dictionary of Occupational Titles** to identify the occupations that a graduate who completes the proposed program may qualify if the graduate has no other postsecondary education or previous work experience. *(Catalog pages _____)*
- F. Program content. *(Identify the page(s) in the revised catalog or catalog addendum where the information identified below is provided.)*
1. program outline identifying each course or subject and the following:
 - a) total hours of instruction for each course or subject.
(Catalog pages _____)
 - b) total hours for each course or subject designated for lecture/theory.
(Catalog pages _____)
 - c) total hours for each course or subject designated for lab/practice.
(Catalog pages _____)
 2. description of each course or subject. *(Catalog pages _____)*
- G. Program schedule(s): *(Identify the page(s) in the revised catalog or catalog addendum where the information identified below is provided.)*
1. A school calendar which identifies:

- a) program start dates. (*Catalog pages _____*)
 - b) beginning and ending dates of each term, phase or module.
(*Catalog pages _____*)
2. For each program schedule option (day schedule, evening schedule, etc.), identify the following:
- a) number of hours and time(s) of instruction per day. (*Catalog pages _____*)
 - b) days required each week. (*Catalog pages _____*)
 - c) hours required each week. (*Catalog pages _____*)
 - d) weeks required to complete the program. (*Catalog pages _____*)

II. MARKET DEMAND

- A. Provide evidence of Maryland occupational demand for graduates of each proposed program. Address how local training competition impacts the occupational demand for each program's geographic employment area.
1. Possible sources for occupational demand information include:
 - a) the Maryland Department of Labor, Licensing and Regulation (DLLR). The website is <http://www.dllr.state.md.us>; click on "Labor Statistics";
 - b) the US Census Bureau's local employment dynamics at <http://lehd.did.census.gov/led/datatools/qwiapp.html>;
 - c) State job market information which can be found on the One-Stop Job Market web site, <http://www.onestopjobmarket.org/SiteMap.aspx>.
 - d) other sources as relevant.
 2. One source for publicly offered training competition can be found on the MHEC's website, www.mhec.state.md.us. To find programs similar to what you are proposing, search under Career and Workforce Education (Private Career Schools and Workforce Investment Act) and Colleges/Universities.
- B. Distribute employer surveys (**Appendix 1**) for each proposed program. The number of surveys you distribute should reflect each program's projected number of graduates. Include the tabulated results of the employer survey as well as copies of the completed survey forms. The employer survey must provide quantifiable and reliable data from prospective employers as to:
1. sufficiency of the program curriculum to meet industry entry-level training needs;
 2. whether graduates of the proposed program would be eligible for entry-level employment consideration in the industry *and* by the specific employer; and
 3. the employer's projected number of annual job openings for each identified occupation for which program graduates would qualify.

III. ENTRANCE AND GRADUATION REQUIREMENTS

- A. Entrance requirements for the program: *(Identify the page(s) in the revised catalog or catalog addendum where this information is provided.) (Catalog pages _____)*
- B. If an entrance test will be used for the proposed program, please **attach** the following information:
1. a copy of the test and answer sheet.
 2. a copy of the publisher's test instruction booklet which includes normative data relative to the test.
 3. identification of the minimum score required for admission into the proposed program. Please explain how this minimum cut-off score was determined.
 4. a complete description of how and by whom the test will be administered and scored. Identify whether all applicants will be tested. Also identify the school's policy regarding the retesting of applicants who initially fail the test.
- C. Graduation requirements for the program: *(Identify the page(s) in the revised catalog or catalog addendum where this information is provided.) (Catalog pages _____)*

IV. ATTENDANCE AND ACADEMIC POLICIES

- A. Attendance policy for students enrolled in the program. (*Identify the page in the revised catalog or catalog addendum where this information is provided. Note that the attendance policy must address all items listed in #12i, #15 and #16 of the Catalog Checklist.*) (Catalog pages _____)

- B. Academic policy for students enrolled in the program. (*Identify the page in the revised catalog or catalog addendum where this information is provided. Note that the policy must address all items listed in #12i, #16 and #17 of the Catalog Checklist.*) (Catalog pages _____)

V. ENROLLMENTS

- A. What is the proposed maximum number of students who will be enrolled in any one session of the new program? _____

- B. What is the proposed maximum number of students in all sessions at any point in time who will be enrolled in the program? _____

- C. Identify the proposed maximum student:instructor ratio for:

lecture: _____ lab/practical: _____
clinic: _____ externship: _____

VI. STAFFING, FACILITIES AND EQUIPMENT

- A. **Attach** a list of all the school personnel including administrators, instructors and admissions representatives who will be involved in the proposed program. For instructors, please indicate which courses in the proposed program they will be teaching and their scheduled hours of instruction. If the instructors for the proposed program will teach other approved programs, please also identify these additional courses and hours of instruction.
- B. **Complete and attach** the Maryland Higher Education Commission's "*Personnel Form*" for each faculty member employed for the program. (**Appendix 2**)
- C. **Attach** an equipment list for the proposed program which identifies the quantity and age of each item on the list. If any of this equipment is also utilized for other approved programs, please identify how this equipment will be shared.
- D. **Attach** a blueprint or accurate drawing of the floor plan of the school which identifies the dimensions and the designated use of each room (ie. classroom - 20' x 15'). *By regulation, space in square footage per student must conform with standards of sound educational practice and State/local laws, ordinances and requirements. The minimum square footage per student may vary depending upon the type of training being conducted and other factors, but may not be less than 18 square feet per student.*

VII. FINANCIAL INFORMATION

The cost associated with the development and implementation of a new program can be extensive. Careful, long-range planning is critical. Attach a description of how the new program will impact the current finances of the school. Identify whether any additional equipment, staffing and other resources will be necessary to support the program.

VIII. CURRICULUM

- A. **Provide** 2 copies of the following items and 1 copy of each textbook and accompanying teacher's manual(s) to be used in the program.
- B. **Provide** the following information for each course or subject area within the program:
1. a detailed program and course-by-course outline and detailed daily lesson plans that will be provided by the school to the instructor(s).
 2. a list of the textbook(s) to be used in the course, including the titles, editions, publishers and dates of publication.
 3. a description of the methods proposed to be used to teach the course (i.e. instructor lecture, class discussion, student demonstration, etc.)
 4. the sequence in which the courses will be taught. If more than one sequence of courses is to be scheduled, please describe all proposed combinations.
 5. identification of any course or training component in which a single instructor teaches a combined class of students who are at different levels of the program. Identify the maximum number of training levels that are combined. Describe how the single instructor jointly instructs students who are at different levels of training.
 6. an evaluation matrix which describes how and when the students' knowledge and skills are evaluated. Identify when theory and practical skills are assessed and how they are measured. (i.e. written theory exams weekly and practical skills evaluations every two weeks).
 7. copies of quizzes, tests and evaluations to be used to assess students' performance.
- C. Will the new program include an externship, internship or clinical segment?
- Yes No
- D. If the new program will include an externship/internship/clinical, please **provide** as an attachment the information requested below:
1. Describe the content and length of the externship/internship. Include with this description the relationship between the classroom experience and the externship/internship. i.e. how the externship/internship provides reinforcement of the classroom instruction.

2. Describe the process to be used to evaluate a student's performance during the externship/internship and provide copies of the evaluation instrument.
3. Describe how students will be supervised during the externship/internship.
4. Indicate the minimum and maximum number of students who will be at each site at any one time.
5. Submit copies of the agreements between the school and each externship site.
6. Identify whose responsibility the issue of liability insurance is during the externship and provide copies of appropriate insurance binders.
7. Identify whether students will be paid during the externship and, if so, the minimum salary to be paid.

IX. DOCUMENTS

- A. **Attach** 2 draft copies of either (1) the school's current catalog with a catalog addendum which comprehensively describes the new program or (2) a revised school catalog which comprehensively describes the proposed new program. The school's catalog must include all items identified on the enclosed "*Catalog Checklist for a Private Career School*". (**Appendix 3**)

- B. **Attach** a sample of the permanent student record card (transcript) that will be used for the proposed program. The transcript must include all items identified on the enclosed "*Student's Permanent Transcript Checklist for a Private Career School*" (**Appendix 4**).

- C. **Attach** a sample of the enrollment agreement that will be used for the proposed program. The enrollment agreement must include all items identified on the enclosed "*Enrollment Agreement Checklist for a Private Career School*" (**Appendix 5**).

- D. **Attach** copies of all advertising materials that will be used to promote the proposed program (e.g. brochures, direct mail pieces, TV/radio copy, newspaper ads, etc.)

X. AFFIDAVIT

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing document are true and correct.

Name (please type or print)

Signature

Title

Date

(Rev. 10/08)

School Name, located at Address of School, is performing a market and employment viability survey. Please take a few moments to answer the following questions so that we might better understand your needs, desires and requirements as potential employers of our anticipated graduates. This survey should not take more than 10 minutes of your time, and a self-addressed stamped envelope is enclosed for the survey's return. Thank you in advance for your participation!

SECTION 1: Program Description *(to be completed by the proposed school)*

A. Training Program & clock hours:	
<i>Program Name</i>	<i>Total Clock Hours</i>

B. Program Overview:

C. Program Course (Topic/Subject) Breakdown:	Clock Hours

D. This training prepares students for these entry-level positions:

E. Name and address of company completing this survey:
Company/Business Name, Address, City, State Zip Code

F. Name, title and phone/fax and/or email of person completing this survey:
Name, Title, Phone, Fax and/or Email

SECTION 2: Employer Feedback

Question #1

How many people did your company hire for the position(s) listed under Section 1D

- a. two years ago? _____
- b. one year ago? _____
- c. this year? _____

Question #2

How many people do you anticipate hiring in the upcoming year for the listed position(s)? _____

Question #3

On a scale of 0-to-5 with 5 *being the most desirable*, please rate the above training program as it would meet the employment needs of your company.

- 0 1 2 3 4 5

Question #4

Does your company see a current *local* need for this training? Yes No

Does your company see a current *statewide* need for this training? Yes No

Question #5

How does your company view the *industry's* future local and statewide employment markets for these jobs?

- Increasing Decreasing Remaining the same

Comments:

Question #6

Taking into account the training described in Sections 1B and 1C, what additional training or skills, if any, would your company like to see in an applicant? (Possible examples: more “soft” skills, more hands-on training, more emphasis on writing, etc.)

Comments:

Question #7

Based on the above training description, would your company consider employing graduates of this program?

- Yes No

Comments:

Question #8

Do you have anything to add that would be helpful to us as we develop this program?

Comments:

Maryland Higher Education Commission

**PERSONNEL FORM FOR PRIVATE CAREER SCHOOL
FACULTY, STAFF, AND ADMINISTRATORS**

- Complete the electronic personnel form by clicking in the small grey box to begin typing. **A resume is not a substitute for a completed form.**
- If additional space is required, please continue your response on a separate page, identify the question being answered, and attach the page to this form.
- By Maryland regulations, “*The qualifications of staff shall be documented in their personnel files, including but not limited to evidence of formal educational attainment, certificates and degrees earned, and relevant experience.*”

1. School Name:				
2. School Address:				
	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

3. Employee Name:				
	<i>Last</i>	<i>First</i>	<i>M.I.</i>	<i>Previous Last Name</i>

4. Employee’s Permanent Address:				
	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

5. Employee’s Telephone Number:	6. E-mail Address:	
7. SSN:	8. Birth Date:	9. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
	<i>Month/Year</i>	

10. Position at School:	11. <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
--------------------------------	--

12. Date of Initial Employment:	13. Hours per week:
<i>Month/Day/Year</i>	

14. You must be legally authorized to work under the United States Immigration Reform and Control Act of 1986. Are you a US citizen or legal resident alien? <input type="checkbox"/> Yes <input type="checkbox"/> No
--

15. Do you have a high school diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	16. High school attended:
17. City/State of high school:	18. Date of high school graduation or GED:
<i>City</i> <i>State</i>	<i>Month/Year</i>

19. List your primary duties at the School, including all subjects you are assigned to teach. Identify the approximate percentage of your total work time that each function constitutes.	
Primary Duties (including all subject taught)	% of Time Allocated to Each Function
	%
	%
	%

20. List below all of your postsecondary education including coursework at career schools, colleges and universities. By Maryland regulations, “*Instructors shall demonstrate up-to-date knowledge and continuing study of the field they are teaching. Instructors must possess, and have maintained for a minimum of 2 years, at least the level of licensure, certification, or credential for which the program they are instructing prepares graduates.*”

Name & Location of Educational Institutions	Dates Attended		Major or Major Subject	Graduated		Degree, Certificate or License and Date Received	Hours Completed
	From	To		Yes	No		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		

21. List below any certificate(s) or license(s) now held. **(A copy of each certificate/license MUST be attached.)**
 By Maryland regulation, “*Instructor must possess, and have maintained for a minimum of 2 years, at least the level of licensure, certification, or credential for which the program they are instructing prepares graduates.*”

Name of Certificate/License	Entity that Issued Certificate/License	Date Received	Expiration Date

22. List any other courses or workshops directly related to your position at the school that you have completed in the past 5 years. Include the dates of attendance.

Courses or Workshops	Dates of Attendance

23. Employment Information: List each position you have held, beginning with the most recent. **(Attach any additional pages.)**
 By Maryland regulation, “*Instructors shall have a minimum of 2 years of successful practical experience in the occupation or subject or its equivalent in formal training beyond the standard learning period recognized for the trade or occupation they are to teach*”.

1. Name of Employer:			
Employer’s Address (Street, City, State, Zip):			
Type of Business:			
Your Job Title:		Supervisor’s Name and Phone Number:	
Dates of Employment:	From:	To:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Job Duties:			
Reason for Leaving:			

2. Name of Employer:			
Employer’s Address (Street, City, State, Zip):			
Type of Business:			
Your Job Title:		Supervisor’s Name and Phone Number:	
Dates of Employment:	From:	To:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Job Duties:			
Reason for Leaving:			

3. Name of Employer:			
Employer’s Address (Street, City, State, Zip):			
Type of Business:			
Your Job Title:		Supervisor’s Name and Phone Number:	
Dates of Employment:	From:	To:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Job Duties:			
Reason for Leaving:			

4. Name of Employer:			
Employer’s Address (Street, City, State, Zip):			
Type of Business:			
Your Job Title:		Supervisor’s Name and Phone Number:	
Dates of Employment:	From:	To:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Job Duties:			
Reason for Leaving:			

24. Required for Instructors:

Summarize below your education, licensure/certification, teaching experience, and employment that directly relates to your area of instruction at the school and qualifies you to be an instructor at a Maryland private career school.

a) Education, licensure, and certification directly related to your area of instruction:

b) Teaching experience directly related to your area of instruction:

c) Employment directly related to your area of instruction:

25. Required of School Director:

Summarize below your education and employment that directly relates to the administration of the school and qualifies you to be a director of a Maryland private career school.

a) Education directly related to the administration of the school:

b) Employment directly related to the administration of the school:

26. To be answered by all:

By Maryland regulations, "*The owner or owners and employees of an applicant for approval or of a school shall have a demonstrated history of ethical personal and professional practices*".

a) Have you ever been convicted of any violation of the law except for minor traffic violations?

Yes No If "Yes", explain:

b) Have you ever been named in connection with financial aid fraud, post office fraud or a school's FTC citation?

Yes No If "Yes", explain:

27. Required of School Sales Representatives:

a) Have you ever been denied a permit issued by a state to represent or solicit students on behalf of a school?

Yes No If "Yes", explain:

b) Have you ever been named in connection with financial aid fraud, post office fraud or a school's FTC citation?

Yes No If "Yes", explain:

Affidavits by Employee and School Owner or School Director:

“I hereby certify that I have reviewed the information given on this form and any attachments and thereby certify that it is complete and correct to the best of my knowledge.”

NOTE: This signature page must be mailed or faxed in order to have the written signatures on file.

Signature of Employee

Date

Name of School Owner or Director

Title of School Owner or Director

Signature of School Owner or School Director

Date

MARYLAND HIGHER EDUCATION COMMISSION

6 N. Liberty Street • 10th Floor • Baltimore, MD 21201

T 410.767.3301 • 800.974.0203 • F 410.332.0270 • TTY for the Deaf 800.735.2258

www.mhec.state.md.us

SCHOOL NAME: _____

**CATALOG CHECKLIST
FOR A PRIVATE CAREER SCHOOL**

The Code of Maryland Regulations, Section 13B.01.01.15 A. states:

Each school shall have a catalog that shall be given to all students at the time of enrollment. The catalog shall describe comprehensively the school's facilities, educational offerings, activities, policies, and other information prescribed by the Secretary, and shall state the estimated length of each of the school's programs and courses in clock hours, weeks, and months.

The following is the catalog checklist as prescribed by the Secretary. To meet minimum standards, all the items listed below must be included in the catalog.

Please complete this checklist by listing next to each item the page or pages in the school catalog that contain this information. Put "N/A" if the item is not applicable to the school.

In order to provide current information to the student, updated information such as faculty lists or program costs may be printed on a catalog insert or addendum. A recently approved program modification or new program may also be described with a catalog insert until the new printing of the catalog occurs.

Please note: *Catalog pages must be numbered.*

Date of Catalog (Month and Year Published): _____

Page #

- | | | | | | | | |
|-------|---|-------|-------------------------|-------|------------------------------|-------|---|
| _____ | 1. Name, complete street address, and telephone number of the school. May include facsimile number, school email contact, and website identification. | | | | | | |
| _____ | 2. Date of publication of the catalog (month and year published). | | | | | | |
| _____ | 3. A full description of the ownership and control of the school, including names of any corporate officers, general partners, managing members, stockholders, partners or members who make decisions concerning the operation of the school or directly or indirectly have a controlling ownership interest. | | | | | | |
| _____ | 4. Names and titles of: <table border="0" style="margin-left: 20px;"> <tr> <td style="width: 20px;">_____</td> <td>a. The school director;</td> </tr> <tr> <td>_____</td> <td>b. Administrative staff; and</td> </tr> <tr> <td>_____</td> <td>c. Instructional staff (include subject matter each teaches).</td> </tr> </table> | _____ | a. The school director; | _____ | b. Administrative staff; and | _____ | c. Instructional staff (include subject matter each teaches). |
| _____ | a. The school director; | | | | | | |
| _____ | b. Administrative staff; and | | | | | | |
| _____ | c. Instructional staff (include subject matter each teaches). | | | | | | |
| _____ | 5. Description of the school's facility, which includes at a minimum a description of instructional and student service space such as classrooms, lab rooms, administrative areas, restrooms, and break rooms. Classrooms and lab room should include square footage | | | | | | |

- _____ 6. General description of the school’s instructional equipment (for instance, white boards, student computers, audio-visuals, etc.). If any portion of a program is delivered via distance education, student home equipment minimum requirements must be disclosed.
- _____ 7. Statement of the mission of the school.
- _____ 8. A calendar, which identifies
- _____ a. The academic calendar:
- _____ 1) Program start and end dates.
- _____ 2) Beginning and end dates of each term or module.
- _____ b. The school calendar:
- _____ 1) All holidays observed.
- _____ 2) Any vacation time or known periods of school closure.
- _____ 3) Closing policy due to inclement weather to include how students and staff are notified and how missed classes are made up.
- _____ 9. Description of the school’s policy for granting credit for previous training or experience to include information collection, evaluation, and notification process. Should a school not grant credit for previous training or experience, there must be a statement to that effect.
- _____ 10. For each program dually approved in credit hours, the definition of a credit hour and the formula used to convert clock hours to credit hours. Identify the institutions accepting these transfer of credit hours as well as a breakdown of the specific transferrable credit hours. Include the statement: *“Credits earned are for determining progress toward program completion only, and the credits are not necessarily transferable to another private career school or to a collegiate institution.”*
- _____ 11. Overview of each program, which includes:
- _____ a. Title and total program length in clock hours (and credit hours, if applicable).
- _____ b. Vocational objectives of the program which include identifying the specific occupations for which graduates will qualify, along with occupational descriptions in accordance with the Bureau of Labor Statistics Occupational Outlook Handbook (<http://www.bls.gov/ooh/>).
- _____ c. Description of process relative to how and when a student may enroll to include location, days of the week, times available and whether by appointment or walk-in.
- _____ 1) Entrance requirements (for instance, minimum age requirement, educational level, health tests or reports, etc.)
- _____ 2) Training programs for occupations requiring state licensing, certification or registration must contain the following disclosure statement: *Criminal convictions*

may affect a student's ability to be licensed, certified or registered.

- _____ d. Program outline identifying each course or subject and the following:
 - _____ 1) Total hours of instruction for each course or subject.
 - _____ 2) Total hours for each course designated for lecture/theory.
 - _____ 3) Total hours for each course designated for lab/practical.
 - _____ 4) Total hours for each course designated for clinic/externship.
 - _____ 5) If any portion of the program is delivered via distance education, 1-4 must be individually broken out by instructional delivery method: residential or distance education.
 - _____ e. Brief summary description of each topic area or course within the program.
 - _____ f. Brief summary description of clinic/externship to include identifying the sites and locations, capacities, and distances from the school.
 - _____ g. Schedule options. Identification of the following for each schedule; i.e., full-time day schedule, part-time evening schedule, etc.
 - _____ 1) Specific times and number of hours of instruction per day,
 - _____ 2) Specific days required each week,
 - _____ 3) Number of hours required each week, and
 - _____ 4) Number of weeks required to complete the program.
 - _____ 5) If any portion of the program is delivered via distance education, 1-4 must be individually broken out by instructional delivery method: residential or distance education.
 - _____ h. Maximum student-to-instructor ratio(s) for lecture, lab/practical, clinic/externship.
 - _____ i. Graduation requirements including all academic, attendance, and financial requirements.
- _____ 12. Program performance. A statement which clearly discloses that students and prospective students may obtain from the Maryland Higher Education Commission information regarding the performance of each approved program. This includes but is not limited to information regarding each program's enrollment, completion rate, placement rate, and (if applicable) pass rate of graduates on any licensure examination. The web site address of the Maryland Higher Education Commission must be provided in this statement (www.mhec.state.md.us).
- _____ 13. Cost for the programs to include the amount of the:
 - _____ a. Application fee;
 - _____ b. Registration or enrollment fee (cannot exceed 10% of the tuition or \$150, whichever is less);
 - _____ c. Books and supplies;
 - _____ d. Tuition;

- _____ e. Other costs, specifically identified and described, to include to whom payable, when, and for what purpose. (Please note: COMAR Section 13B.01.01.12G: “*Other mandatory fees charged shall be requested by a school and approved by the Secretary prior to implementation....*”)
 - _____ f. Total cost for the program as payable to the school.
 - _____ g. For a combined resident-distance education program, the tuition price for the distance education portion and the tuition price for the resident portion shall be separately stated on the enrollment agreement. The total of the two shall be the total tuition charge.
 - _____ h. Any direct costs to be assumed by the student (e.g., supplies and materials, uniforms, etc.).
- _____ 14. School’s attendance policy that must address items a through g below (if any portion of the program is delivered via distance education, policies regarding the two delivery methods must be separated out):
- _____ a. Absences, including tardiness and leaving early (reminder: all time missed must be tracked by the school).
 - _____ b. If a program prepares students for a licensed occupation which requires completion of all program hours, a make up policy must describe the number of hours which can be made up while maintaining the required attendance rate and the time frame for such make up, along with the manner in which these hours can be made up.
 - _____ c. Description of early and frequent evaluation points in the program(s) when student attendance will be evaluated and reported in writing to students. Identify the minimum attendance standard that each student must achieve at these evaluation points.
 - _____ d. The number of hours and percentage of hours absent allowed before a student will be placed on probation or terminated.
 - _____ e. Description of the attendance probationary period, if any. If the school does not have an attendance probationary period, then a statement must be included to that effect.
 - _____ f. The action the school will take if a student fails to achieve the minimum attendance standards.
 - _____ g. Attendance requirement to graduate. Note: The Maryland regulations require that a student shall have a minimum attendance rate of 80 percent of the total program, in order to be graduated from a program.
 - _____ h. Identification of whether the school has a Leave of Absence policy, and what that policy is, dependent upon program length and educational soundness. Note that by Maryland regulation, an “official leave of absence” means any leave of absence granted by a school under the terms set out in Section 13B.01.01.09M of the

Code of Maryland Regulations.¹ A leave of absence must be requested in writing by a student, documented in the student's file, and granted by the school in accordance with sound educational practice for a maximum of 180 cumulative days.

- _____ 15. The school's policy on student conduct and the conditions for dismissal for unsatisfactory conduct. (At a minimum, address inappropriate interactions and behavior, dishonestly, violent acts, and policy violations.)
- _____ 16. The school's policy regarding academic progress must include the following (if any portion of the program is delivered via distance education, policies regarding the two delivery methods must be separated out):
- _____ a. The grading system and the grading scale.
 - _____ b. Minimum grades considered satisfactory.
 - _____ c. The school's policy regarding make up work.
 - _____ d. Description of early and frequent evaluation points in the program(s) when student academic achievement will be evaluated and reported in writing to students. Identify the minimum academic standard that each student must achieve at these evaluation points.
 - _____ e. Description of the academic probationary period, if any. If the school does not have an academic probationary period, then a statement must be included to that effect.
 - _____ f. The action the school will take if a student fails to achieve the minimum academic standards.
 - _____ g. Conditions of re-entrance for students dismissed for unsatisfactory progress, including costs, conditions, and time limits associated with re-enrolling.
 - _____ h. The minimum grades or grade average that must be maintained if the student is to graduate.
 - _____ i. A statement verifying that the school maintains permanent grade records for as long as the school exists.

¹ 13B.01.01.09M. Leaves of Absence.

- (1) Official leaves of absence may be granted by a school only under a written leave policy that is published in the school's catalog. The policy shall require a student to provide a written, signed, and dated request for a leave of absence. The school shall document the leave of absence in the student's file, report the student's last date of attendance as the start of the leave, record the reason for the leave, and specify, with the consent of the student, an end date for the leave of absence.
 - (2) The school shall grant a leave of absence in accordance with sound educational practice. There shall be space and resources available for the student to resume instruction upon conclusion of the leave of absence. There shall also be a reasonable expectation that the student will return to the school and complete the program successfully. If a student does not resume attendance at the school on or before the end of the leave of absence, the school shall treat the student as a withdrawal in accordance with section 13B.01.01.12M(3) of this chapter.
 - (3) Additional charges may not be imposed upon the student related to an official leave of absence. Any effects on student loan repayment terms, including possible exhaustion of available grace periods, shall be explained to the student before a leave of absence is granted. Evidence of compliance shall be maintained by the school as part of the student's permanent record.
 - (4) In total, a student may not be granted cumulative leave from the school for more than 180 days.
- (rev. 12/12)

_____ j. A statement verifying that, on a regular basis which is at least every evaluation point, the school will record on an approved individual student permanent record form each student’s daily attendance and record of academic achievement.

_____ 17. The school’s refund policy which addresses the items listed below and is **consistent** with the **minimum** requirements in the Code of Maryland Regulations. While it is recommended that it be quoted exactly for the school’s policy, the school may certainly exceed these minimum requirements to make the refund policy more beneficial to the student. The refund policy stated within the catalog enrollment must be the same as the language on the enrollment agreement.

_____ a. If the school closes or discontinues a course¹ or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.

_____ b. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract. [This involves all fees paid to the school by the student or on behalf of the student. Exceptions must be approved by the Secretary and identified according to 17g.]

_____ c. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.

_____ d. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of total course or program taught by date of withdrawal	Tuition refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

¹ "Course" means a *portion* of a program of study covering specific subject matter. [COMAR 13B.01.01.02B(10)]

- _____ e. The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
 - _____ f. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
 - _____ g. Identification of any non-refundable items and applicable criteria [e.g. books must be returned in like-new condition].
 - _____ h. For a program or portion of a program delivered by distance education, the minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun shall be prorated based on the proportion of the program completed by the student. The proportion of the program completed via distance education shall be the percentage of submitted lesson assignments completed by the student compared to the total number of lesson assignments in the program or portion of the program delivered by distance education.
- _____ 18. Description of student services including the nature and extent of placement assistance available to students and/or graduates.
- _____ 19. Identification of school-specific student rights, privileges and responsibilities (for instance, parking, transcripts and costs (if any), work-station clean-up, dress code, etc.).
- _____ 20. Student grievance procedure, which includes the information that the student has the right to appeal in writing to the Secretary of Higher Education at the Maryland Higher Education Commission concerning school violations of Maryland regulations. Other agencies or boards that must also be identified by name, address, and telephone number in the grievance policy include applicable State licensing boards and commissions, accrediting bodies, and the Maryland Office of the Attorney General, Consumer Affairs, 200 St. Paul Place, Baltimore, MD 21202, 888-743-0023/410-528-8662.
- _____ 21. Pages numbered in the school catalog.

Note: Items 22a. – g. apply only to those schools approved for students to receive veterans education benefits. (After a school has been approved by the Secretary and successfully operated for a two-year period, it may elect to apply for and obtain approval from the Maryland Higher Education Commission State Approving Agency to offer its students veterans education benefits.)

- _____ 24. VA APPROVED SCHOOLS: For schools approved to offer VA education benefits, the catalog must meet the minimum state requirements outlined in items 1 through 21 above, and must also include each item listed below. These may be incorporated into the catalog or published in a catalog addendum.
- _____ a. On or inside the front cover of catalogs submitted to the Commission, the following statement which must be *signed and dated* by the school director or other authorized representative: **“CERTIFIED TRUE AND CORRECT AS TO CONTENT AND POLICY.”**
- _____ b. Statement of approval: “The school is approved by the Maryland State Approving Agency to offer training to veterans and other eligible dependents under the VA educational benefit programs.”
- _____ c. The school’s policy for granting credit for previous training or experience (#10 above) which must indicate that the school will obtain written records on a VA beneficiary’s previous education and experience, complete a documented evaluation, grant credit where appropriate, advise the VA claimant and the Department of Veterans Affairs accordingly, and maintain records
- _____ d. Identification of which programs are approved for VA educational benefits and which are not.
- _____ e. Statement verifying that the school will notify the VA of any change in the enrollment status of students certified to receive veterans education benefits. This would include when the student is placed on attendance and/or academic probation, changes schedules, or terminates training.
- _____ f. Statement verifying that the school maintains permanent grade records and an indication as to when grade reports will be furnished to each student.
- _____ g. Statement that all refunds due to students who receive veterans education benefits will be paid within 40 days of the last date of attendance.
- _____ h. If the school is *not* nationally accredited, a refund policy which must state that the amounts charged a recipient of VA education benefits for tuition, fees, and other charges for a portion of the course will not exceed the approximate prorata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the program bears to the total length (Code of Federal Regulation 21.4255). The school may retain \$10.00 for administrative costs

SCHOOL NAME: _____

**STUDENT'S PERMANENT TRANSCRIPT CHECKLIST
FOR A PRIVATE CAREER SCHOOL**

By regulation (COMAR Section 13B.01.01.11A), *The school shall maintain adequate permanent student records which include:*

- (1) *Evidence of compliance with the school's admissions requirements;*
- (2) *Credit granted for previous experience or training;*
- (3) *Dates of admission, start dates, and withdrawal or completion dates;*
- (4) *Reasons for withdrawals when known;*
- (5) *Daily attendance;*
- (6) *Student transcripts indicating achievements; and*
- (7) *Tuition and financial aid records, when applicable.*

Section 13B.01.01.11D requires that: *A school shall maintain accurate and complete records of a student's academic achievement and daily attendance. On a regular basis, which is at least every grading period, the school shall record this information on an approved permanent record form which is maintained in the student's individual file.*

The following revised checklist, approved by the Secretary in 1999, addresses the transcript document only. Please note that the transcript comprises only one document of the student's permanent records. The requirements for the student's permanent records with retention schedule are addressed separately.

To meet minimum standards, all the items listed below must be included on the student's permanent transcript.

1. School's name, street address, and telephone number.
2. Student's name, address, telephone number, and social security number.
3. Name of the program and program length in clock hours, as well as credit hours, if applicable.
4. Credit granted for prior training, if applicable.
 - a. Source of previous training.
 - b. Date of previous training.
 - c. Name of course being credited and clock hours awarded.
5. Program start date.
6. Last date of attendance.
7. Dates of leave of absence, when applicable.
8. Training outcome. Clearly note one of the following and indicate the date.
 - a. Withdrew. Include reason for withdrawal when known.
 - b. Completed program but ineligible to graduate. Include reason.

- c. Graduated. *(If graduated, the record **must** document that **all academic and attendance requirements to graduate have been met**. If applicable, the record must include any required skill proficiencies; i.e., typing speed or CPR certification.)*

- 9. Academic achievement. The transcript must document the following:
 - a. Grades received for each course or subject in the program. *(Note: If the grade on the mid-term or final is a criterion for program completion, this grade must also be recorded. If the program delivery is by modules, grades for the subject matter areas in each module must be recorded.)*
 - b. Dates for each course.
 - c. Cumulative grade point average, if applicable.
 - d. Performance grade on externship, if applicable.

- 10. Attendance. *(Note: The Maryland regulations require that a student have a minimum attendance rate of 80% of the total program in order to be graduated from the program.)*
 - a. Daily attendance record.²
 - b. Percentage of the total number of scheduled hours attended (attendance rate).

- 11. Signature line for school official and date.

Comments:

² The record of daily attendance may be formatted on the reverse side of the academic record or may be recorded on an accompanying page. If the daily attendance record is maintained on a separate page, an attendance summary, posted each evaluation period, may be formatted with the academic achievement transcript.

SCHOOL NAME: _____

**ENROLLMENT AGREEMENT CHECKLIST
FOR A PRIVATE CAREER SCHOOL**

The following is the enrollment agreement checklist approved by the Secretary. To meet minimum standards, all the items listed below must be included in the enrollment agreement.

- 1. Name, street address, and telephone number of school.
- 2. Name, address, telephone number, and social security number of prospective student.
- 3. Program title.
- 4. Length of program in clock hours.
- 5. Program scheduling to include:
 - a. Date training begins.
 - b. Date training ends.
 - c. Hours of instruction per day to include daily time schedule(s) and number of hours per day.
 - d. Days required each week.
 - e. Total hours required each week.
 - f. Number of weeks required to complete the program.
 - g. If any portion of the program is delivered via distance education, a-through-f must be individually broken out by instructional delivery method: residential or distance education.
- 6. Indication as to whether upon satisfactory completion of program a diploma/certificate will be awarded.
- 7. Criteria/obligations the student must meet before receiving:
 - a. Diploma/certificate.
 - b. Academic transcript and record of attendance.
- 8. A statement affirming that the school does not guarantee job placement and salaries.
- 9. Identification of the specific books, supplies, and equipment required for the program. Statement that student may purchase these items either from the school or on the open market. If any portion of the program is delivered via distance education, then minimum equipment specifications for receipt and performance of distance education must be identified.
- 10. Costs for program. (Please note: COMAR Section 13B.01.01.12C requires the submission of payment plans for student charges be provided to the Secretary for approval at least 60 days before their use.)
 - a. Application fee, if applicable.

- b. Registration or enrollment fee (cannot exceed 10% of the tuition or \$150, whichever is less).
 - c. Tuition and when payable.
 - d. Books and supplies.
 - e. Credit terms and interest rates, if any, and the following required FTC notice if there are credit terms: *“Any holder of this Consumer Credit Contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.”*
 - f. Other fees, if any, and when payable. (Please note: COMAR Section 13B.01.01.12G: *“Other mandatory fees charged shall be requested by a school and approved by the Secretary prior to implementation....”*)
 - g. Total cost to the student as payable to the school.
 - h. For a combined resident-distance education program, the tuition price for the distance education portion and the tuition price for the resident portion shall be separately stated on the enrollment agreement. The total of the two shall be the total tuition charge.
 - i. Any direct costs to be assumed by the student (e.g., supplies and materials, uniforms, etc.).
11. Student refunds. The refund policy must be **consistent** with the **minimum** requirements of the Code of Maryland Regulations, which are quoted below. While it is recommended that it be quoted exactly for the school’s policy, the school may certainly exceed these minimum requirements to make the refund policy more beneficial to the student. The refund policy stated on the enrollment agreement must be the same as the language utilized in the catalog.
- a. If the school closes or discontinues a course³ or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
 - b. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract. [This involves all fees paid to the school by the student or on behalf of the student. Exceptions must be approved by the Secretary and identified according to 11g.]
 - c. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.
 - d. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

³ "Course" means a *portion* of a program of study covering specific subject matter. [COMAR 13B.01.01.02B(10)]

Proportion of total course or program taught by date of withdrawal	Tuition refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

- e. The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
 - f. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
 - g. Identification of any non-refundable items and applicable criteria [e.g. books must be returned in like-new condition].
 - h. For a program or portion of a program delivered by distance education, the minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun shall be prorated based on the proportion of the program completed by the student. The proportion of the program completed via distance education shall be the percentage of submitted lesson assignments completed by the student compared to the total number of lesson assignments in the program or portion of the program delivered by distance education.
- 12. Indication that the student has received a copy of the enrollment contract.
 - 13. Statement advising student to keep all documents regarding enrollment and financial obligations.
 - 14. Indication that the student has received a copy of the school's **current** catalog.
 - 15. Date enrollment contract signed.
 - 16. Signatures of school official and student, and parent or guardian if student is a minor.
 - 17. Statement that, in order for the enrollment contract to be binding, the contract must be signed by the applicant, the guardian if applicable, and the school official.
 - 18. Statement that the enrollment contract may be extended or modified only with the written consent of both the student and the school.
 - 19. *(If the school participates in a private lending program)* Statement that the student has received a copy of MHEC's private lending brochure.