



Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

Anwer Hasan
Chairperson

Danette G. Howard
Interim Secretary

Dear Applicant:

Please note that the Application for Initial Approval to Operate a Private Career School is in two parts. The application is designed in this manner so that less costly items such as those in Part I can be reviewed before the applicant submits Part II. Part II requires substantial expenditures for facilities, equipment, and the hiring of employees. If you initially submit only Part I, you will have 6 months to submit Part II. You may submit both parts of the application simultaneously.

All applications are carefully reviewed to assure that new schools will open and operate on a sound educational and financial basis and meet the minimum requirements of the Commission. The amount of time required for this review process varies according to the complexity and quality of each application. In order to complete this process smoothly, it is crucial that you read all application materials carefully. By submitting the most complete information available, you will enable Commission staff to move you through the approval process accurately and efficiently.

As required in the regulations governing private career schools, the Secretary of Higher Education has appointed an advisory council to review and to make recommendations to the Secretary on all new school applications. When your application has been reviewed and determined to be in compliance with the Code of Maryland Regulations, it will be presented to the advisory council. At the meeting of the advisory council, you will be given the opportunity to make comments and respond to questions concerning your proposed school.

Please submit all application materials to the attention of the Associate Director of Career and Workforce Education, Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor, Baltimore, Maryland 21201. Upon receipt, your application will be assigned to a Commission staff member who will process it and communicate to you what changes are necessary to ensure that your proposed school and program(s) meet minimum State requirements. Questions should be directed to MHEC's Career and Workforce Education Administrative Assistant at 410-767-3403.