



MARYLAND PRIVATE CAREER SCHOOLS NEWSLETTER

Distributed by the Maryland Higher Education Commission
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August 17, 2012

PCS Annual Reports Due 9/4/12

MASTER CHECKLIST FOR THE 2012 ANNUAL REPORT PACKAGE

ALL the items listed below must be submitted with the 2012 Annual Report Package, unless noted otherwise. Please check (x) each item being provided to the Maryland Higher Education Commission with your school's 2012 Annual Report Package. Complete and return this Master Checklist with your Annual Report.

(x) Items to be Completed and Returned with the 2012 Annual Report

The following items **must** be submitted on **electronic media** – CD, DVD, or Flash (Thumb) Drive – in the original file format: Word Document (.doc) or Excel Workbook (.xls)

<input type="checkbox"/>	Completed Annual Report, sections I through XXV (Word) other than the signed Affidavit page
<input type="checkbox"/>	Form S-5: Private Career School Financial Information (Word)
<input type="checkbox"/>	Form 5: Program Information (Excel)
<input type="checkbox"/>	Form 6: Personnel Information (Excel)
<input type="checkbox"/>	Form 7: Enrollment, Completion, and Employment Data (Excel)
<input type="checkbox"/>	Form 8: Verification of Employment Data Reported on Form 7 (Excel)
<input type="checkbox"/>	Form 9: (If Applicable) License Exam Pass Rate and Verification of Pass Rate (Excel)
<input type="checkbox"/>	Addendum A (Excel - only for Tax and Real Estate Schools)

The following **must** be submitted in **hard copy**

<input type="checkbox"/>	Guaranty Student Tuition Fund payment
<input type="checkbox"/>	Annual Report Affidavit Signature Page (page 15)
<input type="checkbox"/>	Form S-10: Summary of Enrollment, Completion, and Employment Data
<input type="checkbox"/>	New Financial Guarantee (if applicable)

The following items **may** be submitted in either **printed hard copy** or **electronic format** (preferable)

<input type="checkbox"/>	Continuing financial guarantee AND/OR reviewed or audited financial report(s)
<input type="checkbox"/>	ONE (1) certified copy of current catalog and ONE (1) copy of the catalog supplement, if applicable
<input type="checkbox"/>	ONE (1) blank copy of current enrollment agreement(s)
<input type="checkbox"/>	ONE (1) blank copy of a student permanent record (to include a blank student permanent transcript and daily attendance form, and a blank student account card)
<input type="checkbox"/>	Documentation from the Maryland Department of Assessments and Taxation affirming good standing status of the LLC or corporation. (Item does not apply to a sole proprietorship, but must be so noted on the annual report.)
<input type="checkbox"/>	Documentation that the school's trade name has been registered with the Maryland Department of Assessments and Taxation.
<input type="checkbox"/>	General liability insurance documentation (This is not Financial Guarantee documentation, nor is it professional liability). Must include workers' compensation insurance documentation (or documentation from Insurance Commissioner that it is not required).
<input type="checkbox"/>	Personnel Form for Private Career Schools – Required ONLY for NEW Faculty, Staff and Administrators hired between 7/1/11-6/30/12 not yet reported.

All of these items **must** be received by **September 4, 2012**.

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THE MHEC PRIVATE CAREER SCHOOL 2012 ANNUAL REPORT IS DUE IN TWO WEEKS, so please plan accordingly.

This is the first year that most of the report will be submitted via electronic medium by either CD, DVD or USB flash drive. Submitting the report documents by email is inappropriate due to privacy issues because an email is not secure.

The picture on the left is of the Master Checklist which identifies exactly what is required and in what form, so there should be no confusion about what or how to submit this year's report. This specific checklist was emailed to all schools. If you do have questions, however, please contact MHEC PCS staff as soon as possible.

If you are planning to drop off your 2012 Annual Report at our new downtown Baltimore location, please note that 1) MHEC office hours are between 8:00 a.m. and 4:30 p.m.; 2) MHEC will be closed for the Labor Day Holiday from Friday, August 31st through Monday, September 3rd; and 3) the [Baltimore Grand Prix](#) takes place downtown from August 31st to September 2nd. While the event occurs two blocks from our offices, it may be difficult to navigate in and out of the city.

There have been updates to the Annual Report since it was first made available over the July 4th weekend, so please visit our [website](#) to make sure you haven't missed anything.

Words-to-the-Wise



TAKE NOTE

Over the past few months, MHEC staff have noted these recurring issues.

1. Schools relocating without prior MHEC review and approval. By law, a PCS must provide relocation documents to MHEC staff at least **60 days prior** to the move.

2. Student records not being sufficiently maintained. This is a three-part issue. First, schools must maintain complete student records as long as the PCS exists,

even if the school changes ownership. There is no "5-year" time limit. Second, regulations spell out exactly which student records every school must maintain. (COMAR 13B.01.01.11) There is no leeway. And third, all of the documents that are required in every student's file must be hard-copy. Some PCS tell MHEC staff, "Oh, don't worry, we have everything in the computer." Unfortunately, this assurance does not allow MHEC staff access to those student records should the school close.

3. Changes to School programs and policies. Every PCS is approved to operate in very specific ways. Changes in the

operation of the PCS or its programs must first be reviewed by MHEC staff **at least 60 days prior** to the School's planned implementation date.

4. Finally, copies of school reviews, approvals or disciplinary actions performed by a third party must be submitted to MHEC within **5 days receipt** by the school (COMAR 13B.01.01.06). This includes notifications from the US Dept. of Education, accrediting bodies, or legal organizations. This also includes policy revisions that may be required by another entity, but not by MHEC.

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