

**APPLICATION FOR APPROVAL FOR A
SEPARATE CLASSROOM FOR A PRIVATE CAREER SCHOOL**

School Name: _____

Proposed address: _____

Prior approval from the Maryland Higher Education Commission is required for an approved private career school to either change location or establish separate classrooms. To apply for such approval, submit the following items to the Commission:

- 1. A letter of intent addressed to the Secretary or to the staff specialist assigned to your school that gives the address of the proposed separate classroom site and the name and hours of the approved program(s) you intend to offer at the new site.
- 2. A blueprint or sketch of the floor plan of the classroom and a photograph of the facility and separate classroom, giving the complete dimension of the rooms and square footage. Please indicate the scale used (e.g. 1/4" = 1 foot).
- 3. Approval letters from the Fire Department, Health Department and Building Inspector (zoning) to demonstrate that the separate classroom meets the county's requirements for use as an educational (training) facility. In Montgomery County, it is also necessary to obtain a Private Educational Institution License. (*Contact the Montgomery County Board of Appeals at 240-777-6600.*)
- 4. A copy of the lease for the separate classroom facility, or some form of documentation that use of the facility by your school has been granted.
- 5. Verification that your insurance policy has been expanded or that a new policy has been written to include coverage for the new site. Indicate amount of general liability for bodily injury and property damage.
- 6. An addendum to the school catalog that describes the availability of classes at the proposed site and includes a class schedule, calendar and faculty list for the separate classroom site.
- 7. An updated equipment list for the proposed separate classroom.
- 8. A list of faculty who will be teaching at the new separate classroom and their completed Maryland Higher Education personnel forms if not already on file for your school.
- 9. An on-site inspection to be completed by the Maryland Higher Education Commission/Private Career School staff prior to approval.

The Secretary will issue an approval letter for the new separate classroom site once the required items have been reviewed to assure the school is in compliance with minimum State regulations.