



# New Private Career School Application

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## New Private Career School Application

### Instructions:

1. Before completing this application, please read through the entire document.
2. If **Part I** and **Part II** are submitted separately, **Part II** must be received by the Maryland Higher Education Commission within 6 months of **Part I**.
3. Maintain a complete copy of the application for yourself.
4. The **application** is designed so that you may type most (*but not all*) of your responses within the PDF. Handwritten responses will not be accepted.
5. Your completed application must be organized.
  - Assign appropriate file names to your saved documents. Please avoid vague file names (e.g., “*draft1.doc*”; “*5681058342.pdf*”).
  - Place all the relevant files and supplemental documentation that pertain to a particular “**Section**” in an electronic folder.
  - Label each electronic folder appropriately by including (1) the proposed school name and (2) the appropriate section of either **Part I** or **Part II**.

Example: *123 Academy\_Part 1 Application Fee*

6. Place each folder in a **compressed, zip file** labeled with (1) the proposed school name and (2) “**Part 1**” or “**Part 2**” as appropriate.

**Examples:**     *123 Academy\_Part 1*                      *XYZ Institute\_Part 2*

7. Please provide professional, polished documents. Camera phone pictures of documents will not be accepted. Please do not send documents that are scanned upside-down or sideways. Password protected files will be rejected. Our staff is unable to accept or utilize thumb drives for security reasons.

### Where to Send:

- (1) E-mail the zip file to: [pcs.mhec@maryland.gov](mailto:pcs.mhec@maryland.gov).
- (2) Physically mail the following directly to the MHEC office:
  - original, signed financial guarantee (bond **or** letter of credit)  
[made to the attention of the “**Director of Academic Affairs**”]
  - Application Fee (\$300.00)
  - Guaranty Student Tuition Fund (GSTF) Payment (\$2,500.00)



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6 North Liberty St., 10<sup>th</sup> Floor  
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**New Private Career School Application**

**PART 1**

**SECTION 1: CONTACT INFORMATION**

*Proposed School Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Telephone Number:* \_\_\_\_\_

*Email:* \_\_\_\_\_

*Website:* \_\_\_\_\_

***Advertising is not allowed unless approval is granted.***

*Owner:* \_\_\_\_\_

*Primary Person to Contact  
about Application:* \_\_\_\_\_

*Title:* \_\_\_\_\_

*Mailing Address  
(if **different** than school address):* \_\_\_\_\_  
\_\_\_\_\_

*Telephone Number  
(if **different** than school telephone number):* \_\_\_\_\_



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**SECTION 2: APPLICATION FEE**

Amount of Non-refundable Application Fee:

**Application with 1-3 programs = application fee of \$300.00.**

**Application with > 3 programs = application fee of \$300.00 plus an additional \$100 for each program over 3.**

Make the check or money order payable to the Maryland Higher Education Commission.

Include in the memo section of your check or money order the name of the proposed school.

FEDERAL TAX ID NUMBER (BUSINESS CHECK) OR  
SOCIAL SECURITY NUMBER (PERSONAL CHECK): \_\_\_\_\_

Please make the **appropriate Application Fee** in the form of a check or money order made payable to the Maryland Higher Education Commission to:

**Maryland Higher Education Commission  
Career and Workforce Education  
ATTN: Associate Director  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, Maryland 21201**



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### SECTION 3: MARKET DEMAND

Evidence will be required to substantiate that a labor market demand exists in Maryland for proposed program(s). New school and new program applications require both (1) evidence of occupational demand with an analysis of local training competition, and (2) employer surveys with tabulated results. Both items are required as they serve distinct purposes.

***Approval will not be granted if another private career school that offers your proposed training is in close proximity to your proposed school location.***

#### **STEP 1: Occupational Demand Analysis**

The purpose of **item 1** is to establish the level of supply (graduates from training competitors) and demand (job openings) for the targeted vocation. The school must show that there is an unmet demand (that is, there are enough job openings/projected job openings such that graduates can reasonably expect to find training-related employment, even with graduates from other similar local programs).

The school should research labor market projections (when available) for the school's geographic area. Additionally, the school should research how many graduates are produced by local competitor programs. If the number of graduates from competitor programs outweighs the number of job openings/projected job openings, there is likely no unmet need for this type of training. A school may provide supplemental or clarifying information about a local labor market need; any supplemental information should be provided in the form of a school's own analysis with accompanying data or information. Job market information should be relevant to the geographic employment area of the school.

- Provide evidence of occupational demand with an analysis of how local training competition impacts the occupational demand for a program's geographic employment area.
- Provide evidence of Maryland occupational demand for graduates of each proposed program.



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- Address how local training competition impacts the occupational demand for each program's geographic employment area.

Possible sources for occupational demand information include:

1. the Maryland Department of Labor, Licensing and Regulation (DLLR). The website is <http://www.dllr.state.md.us>; click on "Labor Statistics";
2. the US Census Bureau's local employment dynamics at <http://lehd.did.census.gov/led/datatools/gwiapp.html>;
3. State job market information which can be found on the One-Stop Job Market web site, <http://www.onestopjobmarket.org/SiteMap.aspx>;
4. other sources as relevant.

One source for publicly offered training competition can be found on the MHEC's website, [www.mhec.maryland.gov](http://www.mhec.maryland.gov). 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.

### When Preparing Market Demand Materials:

- Provide an *analysis* (not just printouts of websites or information, but a written analysis of what the information means about the local labor market and why it supports that there is an unmet training need).
- Emphasis should be on local job openings.
- Review and *analyze* the information prior to submitting.



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### **STEP 2: Employer Surveys**

The primary purpose of employer surveys is to identify whether a proposed program would *qualify* graduates for entry-level employment and employment with the *specific* employers completing the survey. Employer surveys are used to evaluate:

- sufficiency of the program curriculum to meet industry entry-level training needs;
- whether graduates of the proposed program would be eligible for entry-level employment consideration in the industry *and* by the specific employer; and
- the employer's projected number of annual job openings for each identified occupation for which program graduates would qualify.

Distribute employer surveys (**found on our website**) 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 the proposed program being delivered in part or whole via distance education will satisfy the employers' training prerequisites;
3. whether graduates of the proposed program would be eligible for entry-level employment consideration in the industry *and* by the specific employer; and
4. the employer's projected number of annual job openings for each identified occupation for which program graduates would qualify.



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### SECTION 4: BACKGROUND INFORMATION

Describe what, if any, professional experience the applicant has relevant to the operation of the proposed school.

Indicate whether the proposed school will be directly or indirectly affiliated with any other school(s).       Yes       No

If **YES**,

- Describe the relationship between the proposed school and its affiliate school(s) below.
- Provide the School Catalog for each affiliate school.



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**SECTION 5: OWNERSHIP AND ADMINISTRATION**

Provide documentation that the proposed school trade name and/or business entity has been filed with the Maryland Department of Assessments and Taxation.

Identify the type of ownership of the proposed school.

- Corporation
- Sole proprietorship
- Partnership
- Other (please specify: \_\_\_\_\_)

If the proposed school will not be incorporated, identify who will own and control the school: \_\_\_\_\_

If the school is incorporated, attach the following:

1. Copy of incorporation papers and documentation of their approval by the Maryland State Department of Assessment and Taxation.
2. List of corporate officers.
3. List of the stockholders who own 10% or more of the voting stock, and the percentage of ownership for each.

If the school is approved to operate in another state, attach documents that provide evidence that the school has been in good standing with all required state approving agencies for at least the past 12 months.



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If the school or its program is accredited, attach documents that provide evidence that the school has been in good standing with the accrediting body for at least the past 12 months.

Disclose if the school, owners, or ownership are or ever have been charged with ethical compliance issues.

If the proposed school is a solely owned subsidiary or is otherwise affiliated with another corporation(s), attach the documents identified above in item # 2 for the affiliated corporation.

If the school will be established as a solely owned subsidiary or will otherwise be affiliated with another corporation, attach a description of the structure and mission of the other corporation(s). Include an organization chart and a brief narrative that clearly define the relationship between the proposed school and the affiliated corporation(s).



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### SECTION 6: FINANCIAL INFORMATION

All financial information that is provided to the Maryland Higher Education Commission will be treated as confidential in keeping with the applicable Federal and State laws.

Submit a financial guarantee in the form of an irrevocable letter of credit **or** renewable performance bond **using the forms located on our website.**

The letter of credit or renewable performance bond must be in an amount sufficient to cover 100% of the total tuition liability of the proposed school and under the terms and conditions determined by the Secretary.

All applicants seeking initial approval to operate a private career school must submit a financial guarantee sufficient to protect the tuition of students to be enrolled at the school. The projected tuition liability and, therefore, the amount of the required financial guarantee is determined by the following two-step calculation:

Multiply the sum of tuition and fees (costs<sup>1</sup> are excluded) by the maximum approved student enrollment. This maximum enrollment will be based upon the applicant's projected enrollment for the school, not to exceed the capacity of the school's facilities, equipment and staffing, and upon the school's bonding capability.

Mail the original, signed financial guarantee to:

**Maryland Higher Education Commission  
Attn: Director of Academic Affairs  
6 North Liberty St., 10th Floor  
Baltimore, MD 21201**

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<sup>1</sup> Costs are not fees and generally refer to nonrefundable items to students such as books, supplies, and kits.



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**SECTION 7: PROGRAM OFFERINGS**

	<b>PROGRAM LENGTH MEASURED IN:</b>				
	<b>CLOCK HOURS</b>				<b>CREDIT HOURS<sup>2</sup></b>
	<b>PROGRAM</b>	Lecture	Lab	Externship or Internship	Total

	<b>PROGRAM COSTS:</b>			
	<b>PROGRAM</b>	Tuition	Fees	Costs
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

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<sup>2</sup> Optional to Report - Should you choose to report the program(s) in credit hours, utilize the formula contained within Section 13B.01.01.09A of the Code of Maryland Regulations.





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**SECTION 9: CURRICULUM**

**THE CURRICULUM IS THE CORNERSTONE OF THE SCHOOL. IT IS ESSENTIAL THAT IT RECEIVE A GREAT DEAL OF CAREFUL PLANNING. THE CURRICULUM THAT YOU DEVELOP SHOULD APPROPRIATELY PREPARE GRADUATES FOR GAINFUL EMPLOYMENT FOR THE CAREER FOR WHICH THEY RECEIVE INSTRUCTION. THE CURRICULUM FOR EACH PROGRAM SHOULD BE OF ADEQUATE LENGTH (SUFFICIENT NUMBER OF CLOCK HOURS) AND GOOD QUALITY (THE CONTENT).**

**Step 1:**

Please consult directly with the following Maryland state agencies about their prescribed curriculum requirements, their review process(es), and how to acquire an **official** curriculum approval letter. An official curriculum approval letter is required before MHEC approval is granted.

Maryland State Agency	Programs Reviewed
Maryland Board of Cosmetologists and Barbers	<ul style="list-style-type: none"> <li>▪ Cosmetology</li> <li>▪ Barber</li> <li>▪ Esthetics/ Esthetician</li> <li>▪ Nail Technician/Technology</li> </ul>
Maryland Board of Nursing (MBON)	<ul style="list-style-type: none"> <li>▪ Certified Nursing Assistant</li> <li>▪ Geriatric Nursing Assistant</li> </ul>
Maryland Board of Pharmacy	Pharmacy Technician
Maryland Real Estate Commission (MREC)	Principles & Practices of Real Estate for Salespersons
Maryland Board of Massage Therapy Examiners	Massage Therapy

In the event that no Maryland State Agency exists that can review your curriculum, MHEC staff will conduct an internal review and/or procure the services of a neutral, unbiased 3<sup>rd</sup>-party consultant.



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**Step 2:** Submit the following information for each proposed program:

Provide **as an attachment** the following information for each course or subject area within each proposed 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).

For programs offered in part or whole by distance education, the following additional information is required:

- a) Each lesson should include an itemization of the time spent on each topic and whether it will be delivered through distance learning or resident (“face-to-face”) training.
  - b) Identify the method(s) of instruction to be used to teach each course in the program (i.e. self-guided distance learning, chat room distance learning, interactive electronic communication, instructor lecture, class discussion, student demonstration, etc.).
  - c) Attach a description of the process by which all aspects of the proposed program were developed. Include the qualifications of all faculty, administrators and technologists who participated in developing the program.
  - d) Attach a description of the information and training the school will provide students so that students may function in a distance education environment. Include outside resources, electronic databases and other library access features that will be available to students, and how the school will actively encourage students to use these resources to acquire knowledge and skills.
  - e) Attach a description of the real-time or delayed distance learning interaction between faculty and students.
2. A list of the textbook(s) to be used in the course, including the titles, editions, publishers and dates of publication.

Programs offered in part or whole by distance education: Provide one copy of the printouts of all materials and the software to be used.

3. The sequence in which the courses will be taught. If more than one sequence of courses is to be scheduled, describe all proposed combinations.



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4. 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.
5. A description of when students' knowledge and practical skills are assessed and how they are measured (e.g., written theory exams weekly and practical skills evaluations every two weeks).

Programs offered in part or whole by distance education: Distinguish between distance learning and resident training.

6. Copies of quizzes, tests, and evaluations to be used to assess students' performance.
7. Will the program include an externship or internship?  Yes  No

If **YES**, please provide as an attachment the information requested below:

- a) Describe the content and length of the externship/internship.
- b) Describe the relationship between the classroom experience and the externship/internship and how the externship/internship reinforces classroom instruction.
- c) Describe the process to be used to evaluate a student's performance during the externship/internship and provide copies of the evaluation instrument.
- d) Describe how students will be supervised during the externship/internship.
- e) Indicate the minimum and maximum number of students who will be at each site at any one time.
- f) Identify whose responsibility the issue of liability insurance is during the externship/internship and provide copies of appropriate insurance.
- g) Identify whether students will be paid during the externship/internship, and, if so, the minimum wage/salary to be paid.
- h) A copy of the agreement between the school and each externship/internship site to be utilized.



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### SECTION 10: CATALOG

Submit a draft School Catalog.

The School Catalog must comprehensively describe the school's programs, policies, and other information prescribed by the Secretary and identified on the "***Catalog Checklist for a Private Career School***".

Complete and submit the enclosed "***Catalog Checklist for a Private Career School***" to ensure that all required items are included in the catalog.

Ensure that the School Catalog includes a policy that addresses how the proposed school intends to maintain a workplace and educational institution free of drug and alcohol abuse.



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**SECTION 11: OVERVIEW OF EACH PROPOSED PROGRAM**

*Identify the page(s) in the school catalog where the information identified below is provided.*

<b>Required Information</b>	<b>Catalog page(s)</b>
The program objective(s) to be achieved	
The specific skills to be acquired by program graduates	
The specific occupations for which program graduates will qualify	
Use the <b>Dictionary of Occupational Titles</b> 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.	
Program content of <b>EACH</b> program	
<b>Program outline</b> identifying <b>each</b> course or subject <i>and</i> the following:	
(1) total hours of instruction for <b>EACH</b> course or subject	
(2) total hours for <b>EACH</b> course or subject designated for lecture/theory	
(3) total hours for each course or subject designated for lab/practice	
(4) Description of <b>EACH</b> course or subject	



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<b>Required Information</b>	<b>Catalog page(s)</b>
Program schedule(s):	
(1) a school calendar which identifies	
(a) program start dates	
(b) start and end dates of each term, phase, module, distance learning or resident training.	
(2) Identify for <b><u>EACH</u></b> program schedule option (e.g., day schedule, evening schedule, distance education schedule, etc.) the following:  <i>If the program involves distance education, break down each schedule between distance learning and resident training.</i>	
▪ number of clock hours and time(s) of instruction per day	
▪ days required each week	
▪ clock hours required each week	
▪ weeks required to complete the program	
Proposed maximum student:instructor ratio (“SI ratio”) for <b><u>EACH</u></b> proposed program	
▪ Lecture/ Didactic Instruction	
▪ Lab or Practical Instruction (If applicable)	
▪ Clinic (If applicable)	
▪ Externship (If applicable)	



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**SECTION 12: ENTRANCE AND GRADUATION REQUIREMENTS**

*The school must document compliance with all entrance requirements before a student attends classes.*

**ENTRANCE REQUIREMENTS FOR EACH PROGRAM**

*Identify the page(s) in the school catalog where this information is provided.*

**Catalog pages:** \_\_\_\_\_

If the program involves distance education, address how the school will assess whether students have adequate prerequisite skills and computer equipment to succeed in a distance learning environment.



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If an entrance test will be used for the proposed program(s), 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 each 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.

If the program involves distance education, provide a complete description of how the test will be administered online in a manner that verifies the student’s identity as well as maintains the test’s validity.



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### GRADUATION REQUIREMENTS FOR EACH PROGRAM:

Identify the page(s) in the school catalog where this information is provided.

**Catalog pages:** \_\_\_\_\_

*Even though schools are not required to offer placement assistance, schools are required to track initial employment of graduates on each Annual Report. The only exception is when a school has received prior MHEC approval to report licensure pass rates on its Annual Report.*

*All programs, including those offered in whole or part as distance learning, must meet minimum State performance standards, calculated from the school's annual report.*

*For programs less than 600 clock hours, the minimum program performance standard for completion is 50% and the minimum standard for placement (or licensure) is 33%.*

*For programs more than 600 clock hours, the minimum program performance standard for completion is 33% and the minimum standard for placement (or licensure) is 33%.*

**Provide a description of how the school will track job placement of its graduates.**



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**SECTION 13: ATTENDANCE AND ACADEMIC POLICIES**

**Attendance policy for students enrolled in the proposed program(s).**

Identify the page(s) in the school catalog where this information is provided.  
Note that the attendance policy must address all items listed in #12i, #15 and #16 of the *“Catalog Checklist for a Private Career School”*.)

Catalog pages: \_\_\_\_\_

If the program involves distance education, address how attendance will be monitored, verified, and documented for distance learning students.



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### Academic policy for students enrolled in the program.

Identify the page in the catalog where this information is provided. Note that the policy must address all items listed in #12i, #16 and #17 of the ***“Catalog Checklist for a Private Career School”***.

Catalog pages: \_\_\_\_\_

If the program involves distance education, address how satisfactory progress will be monitored, verified, and documented for distance learning students.





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Attach a description of the minimum qualifications required of instructors for **EACH** program.

If the program involves distance education, list instructor qualifications separately for distance learning instructors and resident training instructors.



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### SECTION 15: EQUIPMENT AND OTHER EDUCATIONAL RESOURCES

- Attach an equipment list that identifies the equipment that will be obtained to support each program. Indicate the **quantity, make, model and age** of each item on the list.
- If the program involves distance education, identify equipment to be utilized for distance learning and a description of how faculty will be trained on the technology. Please include all faculty support services available to distance learning instructors.
- If any of the equipment listed will be utilized for multiple programs, attach a description of how this equipment will be shared.
- If the program involves distance education, attach a complete description of the extent to which distance learning students will have access to the school's student services (e.g., academic counseling, financial advising, placement assistance, etc.) and technical support.
- If the program involves distance education, attach a complete description of the school's online policies to provide adequate reliability, privacy, safety and security of student information and student financial transactions. This should also include how the school plans to maintain the security and integrity of online student testing and evaluation.
- Attach a description of any other educational resources that will support each proposed program (e.g. library resources, etc.).



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### SECTION 16: ADDITIONAL STUDENT FACING DOCUMENTS

- Attach a copy of the enrollment agreement to be used by the school to enroll students. The enrollment agreement must include all items identified on the enclosed ***“Enrollment Agreement Checklist”***. In addition, please ensure that any school policy that is stated in both the enrollment agreement and the catalog is worded exactly the same in both documents (e.g. refund policy and completion requirements).
- Attach a sample of the student’s permanent record card (transcript) that will be used for each proposed program. The transcript must include all items identified on the enclosed ***“Student Permanent Transcript Checklist”***.
- Attach a copy of the student’s permanent account card. The account card must include all items identified on the enclosed ***“Student Permanent Account Card Checklist”***.
- Attach a sample certificate of completion that identifies: the school, program name and length, student’s name, and graduation date.
- Attach copies of all advertising materials that will be used to promote the proposed program(s). This includes any brochures, fliers, direct mail pieces, TV/radio copy, newspaper ads, websites etc. In addition, provide a description of how the school will recruit students and promote the school.



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**SECTION 17: AFFIDAVIT FOR PART 1**

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

*NAME (print)* \_\_\_\_\_

*SIGNATURE* \_\_\_\_\_

*TITLE* \_\_\_\_\_

*DATE* \_\_\_\_\_



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**PART 2**

**SECTION 18: ENROLLMENTS**

For **EACH** proposed program, identify the following:

<b>PROGRAM</b>	<b>Maximum Number of Students To Be Enrolled in:</b>		
	Any One Session	Any One Session (Face-to-Face Instruction ONLY)	Any One Session (Distance Education ONLY)

<b>PROGRAM</b>	<b>Maximum Number of Students To Be Enrolled in:</b>		
	All Sessions at any Point in Time	All Sessions at Any Point in Time (Face-to-Face Instruction ONLY)	All Sessions at Any Point in Time (Distance Education ONLY)



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**SECTION 19: STAFFING**

***“The school's administrative and instructional staff shall be of sufficient size, organization, and quality to perform the duties and responsibilities required of the school and shall be appropriate for the size and purpose of the school.”***

Provide a list of all school faculty and staff including administrators, admissions representatives, and instructors, and identify which program(s) each instructor will be teaching.

Identify the page(s) in the school catalog where this information is provided. \_\_\_\_\_

Complete and attach the Maryland Higher Education Commission ***“Personnel Form”*** for **EACH** faculty and staff member of the proposed school.

Pay particular attention to instructor qualifications to teach distance learning (if applicable).

Attach a resume and a copy of each certification, license, or credential to **EACH** Personnel Form.



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### SECTION 20: EQUIPMENT AND OTHER EDUCATIONAL RESOURCES

***“Each approved program shall have equipment which is adequate in quantity, quality, and variety for the maximum number of students approved to be enrolled.”***

Attach an equipment list that identifies the equipment to be used for each program and that indicates the quantity and age of each item on the list.

Identify equipment to be utilized for distance learning (if applicable) and a description of how faculty will be trained on the technology.

If any of the equipment listed will be utilized for multiple programs, attach a description of how this equipment will be shared.

Attach a description of any other educational resources that will support each proposed program. (e.g., library resources, etc.)



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**SECTION 21: FACILITY**

**PLEASE NOTE THAT APPLICANTS ARE DISCOURAGED FROM ENTERING INTO A LEASE PRIOR TO APPLYING IN THE EVENT THAT APPROVAL IS NOT GRANTED. A DISCUSSION WITH MHEC STAFF IS ENCOURAGED ABOUT THE PROPOSED FACILITY.**

*“A school shall comply with all State and local laws, ordinances, and requirements including those for fire, health, and zoning. It is the responsibility of the school to secure and document that the required State and local approvals have been granted.”*

*“A facility and the space provided for required instructional purposes shall be safe and sanitary and conform to standards of sound educational practice. Adequate classroom space shall be provided which is used exclusively for instruction during periods of instruction and which is conducive to learning. Space in square footage per student shall be provided in accord with sound educational practice and as required by the school's training program.”*

Identify the owner of the facility to be used by the proposed school.

Provide a copy of the executed lease between the facility owner and the school owner.

Provide verification that the school facility meets the local standards of the fire, health, and zoning departments by attaching the following documents:

- Occupancy permit
- Documentation of satisfactory inspections by the fire and health departments
- A Private Educational Institution (PEI) license issued by the Montgomery County Health Department, ***if the proposed school is located in Montgomery County.***



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Attach a description of the facility to be utilized by the school. Attach a blueprint or floor plan of the proposed school which identifies the dimensions and the designated use of each room (e.g., classroom - 20' x 15').

***By regulation, space in square footage per student must conform to 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.***

Attach a current certificate of general liability insurance for the school.

***NOTE:*** *General liability insurance is not professional liability insurance. General liability insurance typically addresses claims of bodily injury or property damage. Professional liability insurance pertains to negligence associated with professional services.*

Attach a current certificate of workers' compensation insurance for the school.

***NOTE:*** *Maryland law requires employers to secure compensation for covered employees. See Annotated Code of Maryland, Labor and Employment Article, Title 9, Workers' Compensation.*

Attach a plan for maintaining the proposed school as a workplace and educational institution free of drug and alcohol abuse.



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**SECTION 22: ANNUAL PROJECTIONS OF ENROLLMENTS, EXPENSES, AND INCOME**

Provide a projection of the total student enrollment for **EACH** program during the first year of operation.

<b><u>PROGRAM</u></b>	<b><u>MAXIMUM STUDENT ENROLLMENT</u></b>

Provide an annual projection of income for the school’s first year of operation. Base tuition income on projected total annual enrollments for the school deducting for tuition lost due to anticipated student attrition and delinquent student accounts.

**INCOME: ONE -YEAR PROJECTION**

<b><u>ITEMIZATION OF INCOME</u></b>	<b><u>AMOUNT</u></b> (in whole dollars)
Tuition	\$
Fees	\$
Books sold to students, if applicable	\$
Supplies and materials sold to students, if applicable	\$
All additional income, if applicable (please itemize below)	
▪	\$
▪	\$
▪	\$
<b>TOTAL</b>	\$ _____



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Provide an annual projection of expenditures for the school's first year of operation.

### EXPENDITURES: ONE -YEAR PROJECTION

ITEMIZATION OF EXPENDITURES	AMOUNT (in whole dollars)
<b>Salaries and Benefits</b>	
Salaries	\$
Staff Benefits	\$
<b>Recruitment and Marketing</b>	
Advertising	\$
Postage	\$
Telephone	\$
All Other	\$
<b>Equipment and Facility</b>	
Equipment	\$
Utilities	\$
Mortgage or rent	\$
Insurance	\$
Maintenance and repairs	\$
Other equipment and facility expenses	\$
<b>Books, Materials and Supplies</b>	
Books	\$
Materials and supplies	\$
<b>Financial Obligations</b>	
Any loans	\$
Capital Stock	\$
Refunds to Withdrawn Students	\$
Other Financial Obligations	\$
<b>Taxes</b>	
State and local taxes	\$
Federal taxes	\$
Employee payroll taxes	\$
Any other taxes	\$
<b>Any Additional Expenditures (identify below)</b>	
	\$
	\$
	\$
<b>TOTAL EXPENDITURES</b>	<b>\$</b>



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**SECTION 23: PAYMENT INTO THE GUARANTY STUDENT TUITION FUND (GSTF)**

Enclose the required GSTF payment with this application.

Make the check or money order payable to the Maryland Higher Education Commission.

Include in the memo section of your check or money order the name of the proposed school.

**NOTE:** The GSTF payment is refundable if approval is not granted.

FEDERAL TAX ID NUMBER OR  
SOCIAL SECURITY NUMBER: \_\_\_\_\_

Please make the **\$2,500.00** payment in the form of a check or money order made payable to the Maryland Higher Education Commission to:

**Maryland Higher Education Commission  
Career and Workforce Education  
ATTN: Associate Director  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, Maryland 21201**



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**SECTION 24: AFFIDAVIT FOR PART 2**

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

*NAME (print)* \_\_\_\_\_

*SIGNATURE* \_\_\_\_\_

*TITLE* \_\_\_\_\_

*DATE* \_\_\_\_\_