MARYLAND HIGHER EDUCATION COMMISSION
Out-of-State Online Education Registration
Initial/Renewal Application
(July 1 - June 30)

In order to avoid the posting of a financial guarantee, it is recommended that registration materials be submitted six months prior to the date when registration will expire.

Name of Institution:

Web Address:

OPE ID Code:

Chief Executive Officer:

Mailing Address:

Telephone:

Email Address:

Institutional Liaison: Primary contact for online education registration with the Commission

Name:

Title:

Mailing Address:

Telephone:

Email Address:

Please provide the following information: ☐ Initial ☐ Renewal

- Carnegie Institution Type and Size (http://carnegieclassifications.iu.edu/)
  Institution Lookup at (http://carnegieclassifications.iu.edu/lookup/lookup.php)
  Type (Control) ☐ Public Institution ☐ Private Non-Profit ☐ Private For Profit
  Size and Setting (Ex: M4/NR): _____

- Number of Maryland Students enrolled in fully online programs, as such programs are defined by Education Article, §11-202.2, Annotated Code of Maryland (Fall enrollment): _____

- Application Fee Enclosed (Based on Fall enrollment noted above):

☐ $500 (20 or fewer students) ☐ $1,000 (More than 20 students enrolled)

PROPOSED START DATE:
Applications should be submitted at least 6 months prior to the proposed start date.

Registration must occur each fiscal year (July 1st through June 30th) to continue offering online education to Maryland students.

**********CERTIFICATION**********

I hereby affirm that the information provided on this online education registration form and its attachments are accurate and complete and further agree to comply with the Annotated Code of Maryland and the Code of Maryland Regulations (COMAR) governing out-of-state degree-granting institutions offering online education to Maryland students.

_____ Date

_____ Signature of Chief Executive Officer/President

- Please mail the cover page of this application along with the registration fee, original signed notarized affidavit from the CEO/President, and financial guarantee if applicable to:

  Online Education Analyst
  Out of State Online Registration
  Maryland Higher Education Commission
  217 East Redwood St., Suite 2100
  Baltimore, Maryland 21202

- A copy of the relevant regulations and this registration form may be found at the Maryland Higher Education Commission's web site, www.mhec.maryland.gov, under the heading "About MHEC," navigate to "Program Review" on the left hand side, then "Out-of-State Online Registration."

(Continue on next page).

**********SUPPORTING DOCUMENTATION**********

Only a complete registration form with all supporting documentation can be acted upon. Per Maryland Regulations, an application is complete on the day on which an out of state institution submits documentation satisfactorily to the Secretary that the institution has completed the application process.

Check each item that is attached and label with the corresponding letter.

A. ☐ Registration Fee (COMAR 13B.05.01.06.(2) (a - b))

The institution shall submit a non-refundable application fee. The fee is based on the number of Maryland students enrolled in fully online programs, as such programs are defined by Education Article, §11-202.2, Annotated Code of Maryland. For an institution with 20 or fewer Maryland students enrolled (based on the most recent Fall enrollment data), the application fee is $500. For an institution with more than 20 Maryland students enrolled (based on the most recent Fall enrollment data), the application fee is $1,000. The institution's check should be made payable to: Maryland Higher Education Commission. Please provide the original check and a photocopy of the check with your application.

B. ☐ Ownership Information

Identify the type of ownership of the institution (corporate, limited liability company, other business entity); Provide a list of officers and directors; if a corporation, provide a list of stockholders owning 10% or more of the voting stock; if a limited liability company, provide a list of members with voting or management authority

If the institution is a wholly owned subsidiary or is otherwise affiliated with another corporation(s), limited liability company, or other business entity, include the requested information for the affiliated business entity.

C. ☐ List of Online Programs

Provide a list of all fully online programs as defined by Education Article, §11-202.2, Annotated Code of Maryland that will be offered to Maryland students on the "List of Programs" Excel document provided. Include tuition and fee costs for each program, and the number of Maryland students enrolled in each. *The List of Online Programs must be submitted as an Excel spreadsheet to onlinereg.mhec@maryland.gov.*

If a program has an internship/externship/clinical/practica that would take place on the ground in the State of Maryland:

Pursuant to COMAR 13B.02.01.03B(12)(a)(i), "Operate in Maryland' means (to) … (c) have more than ten students, in a single program, placed simultaneously at one site in the State in a supervised internship, practicum, or field experience as a required part of a degree or certificate program, unless the internship, practicum, or field experience:

i) Is arranged and administered by a national placement center;
ii) Occurs at the National Institutes of Health, the U.S. Food and Drug Administration, or another federal agency that, in the determination of the Secretary, recruits students nationwide from eligible academic programs, regardless of the student's specific institution of higher education; or
iii) In the determination of the Secretary, has de minimus contacts with Maryland and is subject to the sufficient oversight of another regulatory body or government agency.

(Continue on next page).

If the institution has no more than 10 Maryland students in a single program placed simultaneously at one site in the State in a supervised internship, practicum, or field experience as a required part of a degree or certificate program, the institution must submit to the Secretary, by June 30 of each year, an annual report detailing the number of students placed at each internship, practicum, or field experience location, in a form and manner required by the Secretary, in accordance with COMAR 13B.05.01.11. The report can be found on the MHEC website under "Out of State Online Registration."

In the event that the institution places more than 10 students simultaneously in a single program, at one site in Maryland in a semester, then the institution will need to apply for state authorization, in accordance with COMAR 13B.02.01.

D. ☐ Accreditation

Provide a copy of the most recent letter of approval (notification) from an organization recognized as an accrediting agency by the U.S. Department of Education. Along with your most recent notification of institutional accreditation, please provide evidence that you are in compliance with that organization's policies and procedures related to online education. If any of your online programs require specialized/ program accreditation, provide evidence of that accreditation.

E. ☐ Good Business Standing

Provide proof of good business standing in the state in which the central administration of the institution is incorporated. Public institutions should provide the charter or statute as documentation of good standing.

F. ☐ Good Academic Standing

Provide proof of good academic standing **with the home state authority**, or if none such exists, with the accrediting body of the institution.

G. ☐ Principles of Good Practice for Online Education

Provide evidence, in narrative form, that the institution complies the C-RAC guidelines as per COMAR 13B.02.03.22(C).

Faculty handbooks and other materials may be submitted to support your narrative; however, supplemental materials may **not** be submitted in lieu of the narrative.

H. ☐ Student Complaint Process

Provide information describing the process for the filing and resolution of student complaints within the institution, including informing students that the institution is subject to investigation of complaints by the Office of the Attorney General or the Maryland Higher Education Commission. Students who have completed the institution's internal process may direct complaints to:

Maryland Higher Education Commission
217 East Redwood Street, Suite 2100
Baltimore, MD 21202
Phone 410-767-3300
collegiatecomplaint.mhec@maryland.gov
https://onestop.md.gov/forms/student-complaints-mhec-5f74bfc0ab0f9d00fc796766

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I. ☐ Affidavit from CEO/President

Submit the **original notarized** affidavit from the CEO/President affirming:

- that the institution has not filed for bankruptcy protection,
- that the institution is in compliance with the refund policy established by the Maryland Higher Education Commission (COMAR 13B.05.01.10)
- willingness to abide by the provisions for online education established by the Education Article, § 11-202.2, Annotated Code of Maryland and COMAR 13B.05.01 of the Code of Maryland Regulations, and
- that the institution will promptly notify the Maryland Higher Education Commission of all matters referenced in COMAR 13B.05.01.11.

J. ☐ Financial Guarantee

If the institution is or will be enrolling Maryland Students before registration is issued, within 30 days of submitting the complete application, a pre-registration financial guarantee shall be provided. The amount of the financial guarantee required under this regulation shall be sufficient to cover 100 percent refunds and fees paid to the institution by all Maryland students per COMAR 13B.05.01.07.

If the institution is a for-profit institution, a continuous financial guarantee pursuant to Education Article,§§11-203, Annotated Code of Maryland, and as provided for in Regulation .12 of this chapter

Only a performance bond or letter of credit is acceptable to the commission. Please refer to the templates available under renewal forms. The original performance bond or letter of credit must be submitted; photocopies will be deemed insufficient documents.

K. ☐ Financial Statement

Provide the most current institutional financial statement that has been reviewed by an independent accountant retained by the institution.

L. ☐ Web Page Posting Requirements

Provide a copy of the web page that is responsive to the posting requirements specified in Education Article, § 11-202.2(c)5, Annotated Code of Maryland.

Make public and post on the institution website:

- Information on its registration with the Commission: and
- The process for Maryland students to make complaints about the institution.