Out-of-State Online Application List of Documents

COMAR 13B.05.01.06 Registration Procedure	Documentation Needed
1. An application for registration in the form required by the Secretary;	Initial and renewal applications can apply using the following: Online Registration Portal (preferred method of submission) or Mail Complete Application utilizing the Out of State Online Education Registration form
2. An application fee in the amount of: a. For an institution having an enrollment of no more than 20 Maryland students, $500; and b. For an institution having an enrollment of more than 20 Maryland students, $1,000;	The application fee amount is based on the number of Maryland students enrolled. If no students are currently enrolled, please base the amount on the number of expected Maryland students. Checks should be made out to "Maryland Higher Education Commission" with reference to Online Registration.
3. Information on the ownership of the institution;	Owners/Investors/Shareholders at the institution
4. A list of all online programs that will be offered to Maryland students, including program tuition and fee costs for those programs;	Please fill out the following document: List of Programs
5. Documentation that the institution is: a. Accredited by and in good standing with an accrediting body recognized and approved by the U.S. Department of Education;	a. Letter of accreditation and full report with list of approved programs if available.
b. In good business standing in the state in which the central administration of the institution is incorporated;	b. Document providing proof, or evidence, that the entity exists and is authorized to transact business in the state.
c. If the state in which the central administration of the institution is located has a state authority, in good academic standing with that state authority;	c.Please provide the State Department of Assessments and Taxation (SDAT)
d. In compliance with the principles of good practice for distance education established	d.Document demonstration good practice per COMAR 13B.02.03

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by the Commission in COMAR 13B.02.03; and e. In compliance with the refund policies in Regulation .10 of this chapter;	e.Please review the affidavit in number 7 regarding the refund policy. The signed affidavit will suffice as being in compliance.
6. Documentation that the institution has a process for the filing and resolution of complaints by Maryland students, including informing students that the institution is subject to investigation of complaints by the Office of the Attorney General or the Commission;	The following information should be available to students on the website: MARYLAND 217 East Redwood Street, Suite 2100 Baltimore, MD Phone 410-767-3300 collegiatecomplaint.mhec@maryland.gov https://mhec.maryland.gov/Documents/MHEC%20Complaint%20Process%20for%20all%20insitutions%205-12%20%281%29.pdf
7. An affidavit from the President or Chief Executive Officer of the institution affirming that: a. The institution has not filed for bankruptcy protection under Title 11 of the U.S. Code during its existence; and b. The President or Chief Executive Officer shall: i. Abide by the requirements of Education Article, §11-202.2, Annotated Code of Maryland, and this chapter; and ii. Notify the Commission in reference to the matters set forth in Regulation .11 of this chapter;	Please fill out the following document. President's Affidavit for Registration of Online Programs This document should be signed by the President of the institution or CEO and notarized. If signing on behalf of the President or CEO an authorization letter must be provided. The original document should be mailed to: Out-of-State Online Registration Maryland Higher Education Commission 217 East Redwood Street, Suite 2100 Baltimore, MD
8. 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 as provided for in Regulation .07 of this chapter; and	Please fill out and submit the following documents: Letter of Credit **OR** Bond Pre-Registration Financial Reporting Form The amount of the financial guarantee required under this regulation shall be sufficient to cover 100 percent refunds

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	and fees paid to the institution by all Maryland students The **original document** should be mailed to: **Out-of-State Online Registration** **Maryland Higher Education Commission** 217 East Redwood Street, Suite 2100 Baltimore, MD
9. 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. B. In addition to the requirements of §A of this regulation, an institution shall submit a copy of the institution's most recent financial statement reviewed by an independent accountant retained by the institution with its first application for registration and with each annual renewal application.	Please fill out the following form: Maryland Guarantee Student Tuition Fund for For- Profit Institutions of Higher Education (Online Registration) As well as submit one of the following documents: (please note these forms are different from the pre-registration forms) For-Profit Letter of Credit For-Profit Bond Please review COMAR 13B.05.01.12 for the amount to provide. The **original document(s)** should be mailed to: **Out-of-State Online Registration** **Maryland Higher Education Commission** 217 East Redwood Street, Suite 2100 Baltimore, MD B. Please submit the most recent financial statements from the past two years.
Field Placement Report ** If there are more than ten simultaneous students enrolled in the same program and in the same location, the institution should apply for the Out-of -State Degree-Granting Institution. **	For programs with ten or fewer simultaneous student field placements in the same program and the same location in Maryland. Field Placement Report

Please submit all documents to the Online Registration Portal.