**API Reconciliation/Update Request Form**

**(Instructions)**

In order to update the API the system requires specific information. Please follow the below instructions for submitting a request for an API update/reconciliation.

Reference EXCEL document [API UPDATES AND RECONCILIATION REQUEST FORM (2).xlsx](API%20UPDATES%20AND%20RECONCILIATION%20REQUEST%20FORM%20%282%29.xlsx)

1. Download the EXCEL spreadsheet (once you download you should be able to edit the document to add your information).
2. Column “I” has a drop down list for program modality, please select from that menu and indicate the program modality that was most recently approved by MHEC for the program.
3. Column “J” Please be specific in describing the API entry you would like updated.
4. Column “K” Use the drop down menu to select yes or no if you have an MHEC action letter or other supporting document to justify the API update. If you are submitting supporting documents (i.e. signed action letters, emails, etc.) please attach the documents when you submit your request.
5. Use a new line for each program proposal/update you are requesting.

Please note the process below for API transmissions:

1. The Administrative Officer for Program Review updates the API.
	1. Please note: MHEC’s Systems Specialist does not have the authority to update the API for Program Review. Any requests sent to the Systems Specialist are then sent to the Administrative Officer for Program Review to make the updates.
2. The transmissions then go to our internal IT department who create an internal PDF version of the updated API.
	1. The Administrative Officer for Program Review will circulate the PDF copy of our Internal Report that shows recently completed updates on the API.
3. These transmissions then go to the Maryland State IT department, DOIT, to update the MHEC website. (There is not a consistent timeframe for how long it takes for DOIT to update the API on our website.)

Please Be Patient, we will work as quickly as we can to process your requests, however please note that not providing sufficient information will result in processing delays.