
PRIVATE CAREER SCHOOL (PCS) NEW APPLICATION

Maryland Higher Education Commission Administrative Code: COMAR 13B.01.01.04



Maryland Higher Education Commission
217 E. Redwood Street, Suite 2100
Baltimore, MD 21202
www.mhec.maryland.gov
Phone: (410-767-3300)

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.
- (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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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):* _____



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.

Please send an electronic copy of your payment along with application.

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
217 E. Redwood St., Suite 2100
Baltimore, MD 21202**



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.



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

Possible sources for occupational demand information include:

1. Maryland Department of Labor, Licensing and Regulation (DLLR). The website is <http://www.dllr.state.md.us>; click on "Labor Statistics";
2. US Census Bureau's local employment dynamics at <http://lehd.did.census.gov/led/datatools/qwiapp.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. 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.



STEP 1: 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 (See Appendix A). 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, at least 7-10 completed surveys must be submitted**. 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



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.



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.

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).



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.** (Appendix B)

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 (costs¹ 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
217 E. Redwood St., Suite 2101
Baltimore, MD 21202**

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

SECTION 7: PROGRAM OFFERINGS

| PROGRAM | PROGRAM LENGTH MEASURED IN: | | | | |
|---------|-----------------------------|-----|--------------------------------|-------|---------------------------|
| | CLOCK HOURS | | | | CREDIT HOURS ² |
| | Lecture | Lab | Externship or Internship | Total | Total |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| PROGRAM | PROGRAM COSTS: | | | |
|---------|----------------|------|-------|-------|
| | Tuition | Fees | Costs | Total |
| | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ |

² 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.



SECTION 8: SCHEDULE OFFERINGS

Fill in the table below with schedule options for each proposed program.

| PROGRAM/ SCHEDULE OPTION | TOTAL HOURS | HOURS PER WEEK | TOTAL WEEKS | DAILY SCHEDULE (class time per day) |
|-----------------------------------|----------------|----------------------|----------------|--|
| EXAMPLES: | | | | |
| MCSE Program/ Evening Schedule | 192 | 12 | 16 | 6:00 - 9:00 p.m. (Mon. - Thurs.) |
| MCSE Program/ Day Schedule | 192 | 20 | 9.6 | 9:00 a.m. – 2:30 p.m. (Mon. - Thurs.) with ½ hour lunch |
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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">▪ Cosmetology▪ Barber▪ Esthetics/ Esthetician▪ Nail Technician/Technology |
| Maryland Board of Nursing (MBON) | <ul style="list-style-type: none">▪ Certified Nursing Assistant▪ Geriatric Nursing Assistant |
| 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 3rd-party consultant.

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 (online), the following additional information is required (COMAR 13B.01.01.21-.27) :

- 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 (do not mail books).

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.
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.



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***" (Appendix C).

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.

SECTION 11: OVERVIEW OF EACH PROPOSED PROGRAM

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

| Required Information | Catalog page(s) |
|---|------------------------|
| 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 Dictionary of Occupational Titles 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 EACH program | |
| | |
| Program outline identifying each course or subject <u>and</u> the following: | |
| (1) total hours of instruction for EACH course or subject | |
| (2) total hours for EACH course or subject designated for lecture/theory | |
| (3) total hours for each course or subject designated for lab/practice | |
| (4) Description of EACH course or subject | |
| | |

| <i>Required Information</i> | <i>Catalog page(s)</i> |
|--|-------------------------------|
| 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 <u>EACH</u> 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 <u>EACH</u> proposed program | |
| ▪ Lecture/ Didactic Instruction | |
| ▪ Lab or Practical Instruction (If applicable) | |
| ▪ Clinic (If applicable) | |
| ▪ Externship (If applicable) | |



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.

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.



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.



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.

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.



SECTION 14: STAFFING

Provide a list of all the school faculty and staff including administrators, admissions representatives, and instructors. For instructors, please indicate which courses in the proposed program they will be teaching.

| Names of Faculty or Staff | Title | Courses to Be Taught in the Proposed Program (For Instructors Only) |
|----------------------------------|--------------|--|
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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.



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.).



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**” (Appendix C). 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**”(Appendix C).
- 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**”(Appendix C).
- 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.



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.

Please print this section and sign, wet signature is required.

NAME (print) _____

SIGNATURE (wet) _____

TITLE _____

DATE _____



PART 2

SECTION 18: ENROLLMENTS

For EACH proposed program, identify the following:

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

| | Maximum Number of Students To Be Enrolled in: | | |
|---------|---|---|---|
| PROGRAM | 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) |
| | | | |
| | | | |
| | | | |
| | | | |



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”*** (Appendix D) 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.



SECTION 20: CURRICULUM, EQUIPMENT, AND OTHER EDUCATIONAL RESOURCES

An official curriculum approval letter is required before MHEC approval is granted. Please submit formal letters of approval from the following Maryland State Agencies/Boards.

| Maryland State Agency | Programs Reviewed |
|--|---|
| Maryland Board of Cosmetologists and Barbers | <ul style="list-style-type: none"> ▪ Cosmetology ▪ Barber ▪ Esthetics/ Esthetician ▪ Nail Technician/Technology |
| Maryland Board of Nursing (MBON) | <ul style="list-style-type: none"> ▪ Certified Nursing Assistant ▪ Geriatric Nursing Assistant |
| 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 3rd-party consultant.

“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.)



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.*



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.



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.

| PROGRAM | <u>MAXIMUM STUDENT ENROLLMENT</u> |
|----------------|--|
| | |
| | |
| | |
| | |
| | |
| | |



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

| ITEMIZATION OF INCOME | <u>AMOUNT</u> (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) | |
| ▪ | \$ |
| ▪ | \$ |
| ▪ | \$ |
| TOTAL | \$ _____ |



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) |
|--|--------------------------------------|
| Salaries and Benefits | |
| Salaries | \$ |
| Staff Benefits | \$ |
| Recruitment and Marketing | |
| Advertising | \$ |
| Postage | \$ |
| Telephone | \$ |
| All Other | \$ |
| Equipment and Facility | |
| Equipment | \$ |
| Utilities | \$ |
| Mortgage or rent | \$ |
| Insurance | \$ |
| Maintenance and repairs | \$ |
| Other equipment and facility expenses | \$ |
| Books, Materials and Supplies | |
| Books | \$ |
| Materials and supplies | \$ |
| Financial Obligations | |
| Any loans | \$ |
| Capital Stock | \$ |
| Refunds to Withdrawn Students | \$ |
| Other Financial Obligations | \$ |
| Taxes | |
| State and local taxes | \$ |
| Federal taxes | \$ |
| Employee payroll taxes | \$ |
| Any other taxes | \$ |
| Any Additional Expenditures (identify on separate page) | |
| TOTAL EXPENDITURES | \$ |



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.

Please send an electronic copy of your payment along with application.

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
217 E. Redwood St., Suite 2100
Baltimore, MD 21202**



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.

Please print this section and sign, wet signature is required.

NAME (print) _____

SIGNATURE (wet) _____

TITLE _____

DATE _____



APPENDIX

Appendix A: Market Survey

Appendix B: Performance Bond/Letter of Credit

Appendix C: Student Facing Documents Checklists and Samples/Guides

- Catalog
- Enrollment Agreement
- Student Account Card
- Transcript

Appendix D: Personnel Forms



APPENDIX A

Market Demand Information -PCS

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.

(1) Evidence of occupational demand with an analysis of how local training competition impacts the occupational demand for a program's geographic employment area

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.

(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:

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

Employer surveys may supplement labor market information, but they are not a substitute for labor market data or an analysis of local training competition. An analysis of local training competition (within item 1 of the Market Demand section of an application) is key as employer surveys do not speak to the existing *supply* of graduates. Employer surveys also show that employers have reviewed the program outline content to make a determination that the training would meet their employment needs.

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.



Market Survey Form (for proposed Private Career Schools in Maryland)

_____, proposed to be located at
Proposed School Name

_____, is performing a
Proposed Address of School

market and employment viability survey.

Please take a few moments to answer the following questions so that we might better understand your needs, desires, and requirements as potential employers of our anticipated graduates. This survey should not take more than 10 minutes of your time, and a self-addressed stamped envelope is enclosed for the survey's return. Thank you in advance for your participation!

SECTION 1: Program Description *(to be completed by the proposed school)*

| A. Training Program & Clock Hours: | |
|------------------------------------|----------------------------------|
| <i>Program Name</i> | <i>Total Clock Hours</i> |

B. Program Overview:

C. Program Course (Topic/Subject) Breakdown:

Clock
Hours



Market Survey Form
(for proposed Private Career Schools in Maryland)

D. This training prepares students for these entry-level positions:

E. Name and address of company completing this survey:

Company/Business Name, Address, City, State Zip Code

F. Name, title and phone/fax and/or email of person completing this survey:

Name, Title, Phone, and/or Email



Market Survey Form (for proposed Private Career Schools in Maryland)

SECTION 2: Employer Feedback

Question #1

How many people did your company hire for the position(s) listed under Section 1D

- a. two years ago? _____
- b. one year ago? _____
- c. this year? _____

Question #2

How many people do you anticipate hiring in the upcoming year for the listed position(s)? _____

Question #3

On a scale of 0-to-5 with 5 *being the most desirable*, please rate the above training program as it would meet the employment needs of your company.

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Question #4

Does your company see a current *local* need for this training?

☐ Yes

☐ No

Does your company see a current *statewide* need for this training?

☐ Yes

☐ No

Question #5

How does your company view the *industry's* future local and statewide employment markets for these jobs?

☐ Increasing ☐ Decreasing ☐ Remaining the Same

Comments:



Market Survey Form (for proposed Private Career Schools in Maryland)

Question #6

Taking into account the training described, what additional training or skills, if any, would your company like to see in an applicant?

(Possible examples: more “soft” skills, more hands-on training, more emphasis on writing, etc.)

Comments:

Question #7

Based on the above training description, would your company consider employing graduates of this program? ☐ Yes ☐ No

Comments:

Question #8

Do you have anything to add that would be helpful to us as we develop this program?

Comments:



APPENDIX B

Name of Bank _____
Address of Bank _____

INSTITUTION OF POSTSECONDARY EDUCATION
IRREVOCABLE LETTER OF CREDIT NO. _____ **Date:** _____

U.S. Dollars Amount: _____

Maryland Higher Education Commission
217 E. Redwood Street, Suite 2100
Baltimore, Maryland 21202

To Whom It May Concern:

We hereby authorize you to draw on us for the account of **Name and Complete Address of School** up to the aggregate amount of _____ available by your draft(s) at sight, subject to the following conditions:

1. Each draft must be drawn and presented for negotiation at our counter on or before **Date** (year from the date of this letter or any automatic extension in accordance with Section 5 below);
2. Each draft must contain a statement that it is "Drawn Under Letter of Credit" No. _____ **Name of Bank and Address;**
3. Each draft must be accompanied by a statement on your letterhead signed by an authorized signatory stating that **Name of School** has failed to: (a) perform faithfully all agreements or contracts it has made with its students and/or (b) failed to comply with Title 11, Education Article of the Annotated Code of Maryland and regulations promulgated thereunder in the operation of an institution of postsecondary education.
4. We must endorse the amount of each draft on this Letter of Credit. The Maryland Higher Education Commission will determine claims against **Name of School** resulting in draft(s) against this Letter of Credit.
5. This Letter of Credit shall be deemed automatically extended without written amendment for one year from the original or any automatically extended expiration date unless at least sixty (60) days before such expiration date, we send you written notice that we elect not to extend this Letter of Credit beyond the original or any automatically extended expiration date.

We hereby agree with the drawer, endorsers, and bona fide holders of all drafts drawn under and in compliance with this Letter of Credit that such drafts will be duly honored on presentation.

Complimentary Close

(Signature of Bank Official)

(Title of Bank Official)

Bond # _____

MARYLAND HIGHER EDUCATION COMMISSION
Division of Academic Affairs
217 E. Redwood Street, Suite 2100
Baltimore, Maryland 21202

PRIVATE CAREER SCHOOL BOND

KNOW ALL PERSONS BY THESE PRESENT:

That we, _____, located at _____, as principal ("Principal"), and _____, of _____ as surety ("Surety"), are held and firmly bound unto the Maryland State Secretary of Higher Education in the penal sum of (\$ _____) in lawful money of the United States for the payment of which said Principal and Surety bind themselves, their heirs, administrators, executors, successors, and, assigns, jointly and severally, firmly by these presents.

WHEREAS, said Principal has applied for approval to operate an institution of postsecondary education under the provision of Title 11, Subtitle 2, of the Education Article of the Annotated Code of Maryland, and in accordance with the financial guarantee requirements set forth in Code of Maryland Regulations 13B.01.01.19, which mandates that private career schools furnish a bond to ensure compliance with state regulations and protect student tuition payments.

NOW THEREFORE, the condition of this obligation is such that if the Maryland Secretary of Higher Education shall issue to the Principal such approval as may be required, and if said Principal shall at all times faithfully perform all agreements and contracts with students and comply with provisions of Title 11, Education Article, Annotated Code of Maryland, COMAR 13B.01.01.19, and all regulations issued thereunder, then this obligation shall be void.

PROVIDED HOWEVER, that in the event of non-compliance, including failure to fulfill agreements with students or violations of applicable regulations, the Maryland Higher Education Commission (MHEC) shall have the authority to enforce this bond in accordance with COMAR 13B.01.01.19 and applicable state laws.

NOW THEREFORE, that the liability of the Surety under this bond shall not in the aggregate exceed the penal sum thereof for all breaches of conditions of such bond; and, in addition, this bond may be canceled by the Surety by the filing with the Maryland Secretary of Higher Education within sixty (60) days written notice of such cancellation, but the Surety by filing such notice shall not be discharged from any liability already accrued under this bond or which shall accrue hereunder before the expiration of such sixty (60) day period.

IN WITNESS WHEREOF, we have duly executed the foregoing obligation this Date **day of**
Month, Year.

(SEAL)

Principal – Signature

Surety Name

(SEAL)

Attorney-in-Fact – Signature



APPENDIX C

NOTE: Please complete all highlighted sections with the information that accurately reflect the institution's policies and procedures

NAME of SCHOOL

SCHOOL ADDRESS: STREET NUMBER and NAME
CITY, MARYLAND ZIP CODE

TELEPHONE and FACSIMILE NUMBERS

WEB SITE and EMAIL ADDRESS OF SCHOOL (or OWNER/DIRECTOR)

Mission

The school's mission is to prepare students to:

Ownership

The school is owned by **OWNERSHIP/CORPORATION NAME**. The officers are:

| | |
|-------------|----------------|
| NAME | President |
| NAME | Vice President |
| NAME | Secretary |

Staff

| | |
|-------------|--------------------------|
| NAME | School Director |
| NAME | Administrative Assistant |
| NAME | Instructor |
| NAME | Instructor |

School Facility

All instruction is held at the school facility located on the **[FLOOR NUMBER]** of the **[REALTY AGENCY]** Office. **[DESCRIPTION OF CLASSROOM, EQUIPMENT AND LAVATORY ACCESSIBILITY.]** Free parking for students is available.

The school business hours are:

Schedule Options:

| Options | Days | Times | Schedule Summary |
|---------|------|-------|------------------|
| | | | |
| | | | |

School Calendar:

| Evening Schedule | Start Dates | End Dates |
|------------------|-------------|-----------|
| | | |
| | | |

| Saturday Schedule | Start Dates | End Dates |
|-------------------|-------------|-----------|
| | | |
| | | |

Inclement Weather:

The school's policy regarding the cancellation of classes due to inclement weather is as follows

School Holidays:

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving and the day after

Christmas Eve through New Year's Eve

Entrance Requirements

All applicants must provide evidence of being at least 18 years of age and of possessing a high school diploma or G.E.D. prior to enrolling in the program.

For instruction delivered by interactive distance (e.g., on-line/Internet), if applicable, students must demonstrate or provide evidence of the background, knowledge, and technical skills needed to undertake the program in this delivery format. The school will assess whether students have the skills and competencies to succeed in a distance-learning environment before their enrollment in the program.

NOTE: criminal convictions may affect a student's ability to be licensed.

Enrollment Procedures

Students may request an enrollment agreement/contract by calling or visiting the school by appointment during business hours. To complete enrollment, students must meet with school staff to review and sign the enrollment agreement and complete financial arrangements. When enrolled, a student will be accepted into the next available offering of the program.

Attendance Policy are as follows:

Make up Policy are:

Grading System

| Letter Grade | Grade Scale | Academic Assessments: 4 quizzes Mid-term exam Final exam |
|--------------|-------------|--|
| A | 95-100% | |
| B | 85-94% | |
| C | 75-84% | |
| F | 0-74% | |

To successfully complete the program, a student must have received an average minimum score of 75% on all quizzes and a minimum score of 75% on both the mid-term and final examinations. Grade records and daily attendance will be maintained on the student's permanent record card.

Students who score below 75% on a quiz or exam may retake the quiz or exam up to a maximum of two times. These retakes will be scheduled outside of the scheduled class times and must be taken before the scheduled end date of the program.

Satisfactory Academic Progress

Students' academic progress will be evaluated at the end of each week and reported in writing to students weekly.

Graduation/Completion Requirements are:

A certificate of completion is awarded upon successful completion of the program.

Re-Admission Policy

Students who have voluntarily withdrawn from the school's program prior to its completion or who were terminated from the school's program due to unsatisfactory attendance or academic progress may re-enroll to be accepted into the program. No credit will be granted for any previous training, however.

Program Costs

| | |
|----------------------------------|---------|
| Registration fee (if applicable) | \$ |
| Tuition | \$ |
| Text(s) | \$ |
| Other costs (if applicable) | \$ |
| Total | \$ 0.00 |

TEXT TITLE(S), EDITION, PUBLISHER, ISBN
UNIFORMS, MATERIALS available on market place option:

Training Course is _____ clock hours.

Program Objective

Successful completion of this exam preparation program satisfies the minimum educational requirements for eligibility to take the _____ Examination. The program objectives are to satisfy the requirements of the _____.

The Student-to-Instructor ratio will not exceed:

| Program Subjects (Lecture) | # Hours |
|---|---------|
| Unit 1: Topic Topic Topic Quiz 1 | |
| Unit 2: Topic Topic Topic Quiz 2 | |
| Unit 3: Topic Topic Topic Mid-term Exam | |
| Unit 4: Topic Topic Topic Quiz 3 | |
| Unit 5: Topic Topic Topic Quiz 4 | |
| Final Examination | |
| TOTAL HOURS | |

Refund policy for classroom-based/resident delivery of instruction:

1. All monies paid by the student will be fully refunded if the student chooses not to enroll in or to withdraw from the school within seven calendar days after having signed the enrollment contract.
2. If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the registration fee will be retained by the school.
3. If, after the seven-day cancellation period, a student withdraws or is terminated after the instruction begins, refunds will be made according to the following schedule:

| Proportion of Total Program Taught by Date of Withdrawal | Tuition Refund |
|---|-----------------------|
| Less than 10% | 90% |
| 10% up to but not including 20% | 80% |
| 20% up to but not including 30% | 60% |
| 30% up to but not including 40% | 40% |
| 40% up to 50% | 20% |
| More than 50% | No Refund |

4. If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.
5. Students are requested, but not required, to notify the School Director or designated school official if they are withdrawing from the school.
6. The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the last date of attendance.
7. All refunds due will be paid within 60 days of the student's last date of attendance.
8. Books purchased from the school are the property of the student and are not refundable, except within the seven-day cancellation period.

Refund policy for distance/non-resident (e.g., on-line/Internet) delivery of instruction (if applicable)

1. For a program or portion of a program delivered by distance education, the minimum refunds that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun is as described above for any portion of the program delivered via classroom-based/resident delivery of instruction.
2. For any portion delivered via distance education, a prorated refund shall be made based on the proportion of the program completed by the student. The proportion of the program completed shall be the percentage of submitted lesson assignments completed by the student compared to the total number of lesson assignments in the program or portion of the program delivered by distance education.
3. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination. The student's last date of attendance is the date of withdrawal or termination.

Student Services, Rights, Privileges and Responsibilities

Free student parking is available for all enrolled students. Student transcripts will be provided upon written request and placement guidance is available by appointment for those who complete the training.

Transcripts: Students wishing to obtain a transcript must make a request in writing to the school. The cost for an official transcript **is \$0.00.**

Placement: While the school cannot guarantee job placement, school staff will be available by appointment to advise students who desire employment guidance and assistance.

Student Conduct Policy

Students are required to dress and act in an ethical and professional manner. The school has the right to dismiss any student who fails to adhere to school policies.

Student Grievance Procedure

Students who have a grievance with the school are encouraged to resolve the matter with their instructor. If still unsatisfied, the grievance should be addressed to the School Director. If still unsatisfied, the student may submit a written complaint to: the Secretary of Higher Education at the Maryland Higher Education Commission, 217 E. Redwood St., Suite 2100, Baltimore, Maryland, 21202, email: pcs.mhec@maryland.gov; Office of Attorney General, 200 St. Paul Place, Baltimore, Maryland 21202, 410-576-6550, email: consumer@oag.state.md.us.

Program Performance

Students and prospective students may obtain information regarding the school's program performance from the Maryland Higher Education Commission at 217 E. Redwood St., Suite 2100, Baltimore, MD 21202, www.mhec.maryland.gov. This information may include, but is not limited to, enrollment, completion rate, placement rate and licensure exam pass rate of graduates.

INSTRUCTIONS ON COMPLETING THIS ELECTRONIC FORM

☐ I have read and understand these instructions

1. Under “File” on the toolbar, click on “Save As” to FIRST save this form to your computer.
2. The input fields can be navigated FORWARD by tabbing, using the right or down arrows on the keyboard, or by left clicking on the field. Should you wish to move BACK in the form, use the left or up arrows, or left click on the field.
3. Should a box need to be checked, such as for a “Yes” or “No” answer, left click on the appropriate box. An “X” should appear. To remove the “X”, click it again.
4. Once the form has been completed, save it a final time and email it, along with all required additional materials included as attachments, to Commission staff.
5. Wherever a signature is required, you must first complete everything on that page electronically and then print out that page and sign. ***All original signed signature pages must be mailed to Commission staff***; however, the remainder of the form may be emailed as an attachment.
6. Should the form require additional documents to be submitted, then the School must either include those items as hard copies with the mailed signature pages, or include them as PDF or Word attachments with the emailed electronic form.

Maryland Higher Education Commission

Private Career Schools

6 N. Liberty Street, 10th Floor

Baltimore, MD 21202

www.mhec.state.md.us

(Staff Directory: <http://www.mhec.state.md.us/higherEd/about/stafcomb.asp>)

SCHOOL NAME: _____

**CATALOG CHECKLIST
FOR A PRIVATE CAREER SCHOOL**

The Code of Maryland Regulations, Section 13B.01.01.15 A. states:

Each school shall have a catalog that shall be given to all students at the time of enrollment. The catalog shall describe comprehensively the school's facilities, educational offerings, activities, policies, and other information prescribed by the Secretary, and shall state the estimated length of each of the school's programs and courses in clock hours, weeks, and months.

The following is the catalog checklist as prescribed by the Secretary. To meet minimum standards, all the items listed below must be included in the catalog.

Please complete this checklist by listing next to each item the page or pages in the school catalog that contain this information. Put "N/A" if the item is not applicable to the school.

In order to provide current information to the student, updated information such as faculty lists or program costs may be printed on a catalog insert or addendum. A recently approved program modification or new program may also be described with a catalog insert until the new printing of the catalog occurs.

Please note: Catalog pages must be numbered.

Date of Catalog (Month and Year Published): _____

Page #

- | | | | | | | | |
|-------|---|-------|-------------------------|-------|------------------------------|-------|---|
| _____ | 1. Name, complete street address, and telephone number of the school. May include facsimile number, school email contact, and website identification. | | | | | | |
| _____ | 2. Date of publication of the catalog (month and year published). | | | | | | |
| _____ | 3. A full description of the ownership and control of the school, including names of any corporate officers, general partners, managing members, stockholders, partners or members who make decisions concerning the operation of the school or directly or indirectly have a controlling ownership interest. | | | | | | |
| _____ | 4. Names and titles of: <table border="0" style="margin-left: 40px;"><tr><td style="padding-right: 10px;">_____</td><td>a. The school director;</td></tr><tr><td style="padding-right: 10px;">_____</td><td>b. Administrative staff; and</td></tr><tr><td style="padding-right: 10px;">_____</td><td>c. Instructional staff (include subject matter each teaches).</td></tr></table> | _____ | a. The school director; | _____ | b. Administrative staff; and | _____ | c. Instructional staff (include subject matter each teaches). |
| _____ | a. The school director; | | | | | | |
| _____ | b. Administrative staff; and | | | | | | |
| _____ | c. Instructional staff (include subject matter each teaches). | | | | | | |
| _____ | 5. Description of the school's facility, which includes at a minimum a description of instructional and student service space such as classrooms, lab rooms, administrative areas, restrooms, and break rooms. Classrooms and lab room should include square footage | | | | | | |

Catalog Checklist for a Private Career School

- _____ 6. General description of the school's instructional equipment (for instance, white boards, student computers, audio-visuals, etc.). If any portion of a program is delivered via distance education, student home equipment minimum requirements must be disclosed.
- _____ 7. Statement of the mission of the school.
- _____ 8. A calendar, which identifies
 - _____ a. The academic calendar:
 - _____ 1) Program start and end dates.
 - _____ 2) Beginning and end dates of each term or module.
 - _____ b. The school calendar:
 - _____ 1) All holidays observed.
 - _____ 2) Any vacation time or known periods of school closure.
 - _____ 3) Closing policy due to inclement weather to include how students and staff are notified and how missed classes are made up.
- _____ 9. Description of the school's policy for granting credit for previous training or experience to include information collection, evaluation, and notification process. Should a school not grant credit for previous training or experience, there must be a statement to that effect.
- _____ 10. For each program dually approved in credit hours, the definition of a credit hour and the formula used to convert clock hours to credit hours. Identify the institutions accepting these transfer of credit hours as well as a breakdown of the specific transferrable credit hours. Include the statement: *"Credits earned are for determining progress toward program completion only, and the credits are not necessarily transferable to another private career school or to a collegiate institution."*
- _____ 11. Overview of each program, which includes:
 - _____ a. Title and total program length in clock hours (and credit hours, if applicable).
 - _____ b. Vocational objectives of the program which include identifying the specific occupations for which graduates will qualify, along with occupational descriptions in accordance with the Bureau of Labor Statistics Occupational Outlook Handbook (<http://www.bls.gov/ooh/>).
 - _____ c. Description of process relative to how and when a student may enroll to include location, days of the week, times available and whether by appointment or walk-in.
 - _____ 1) Entrance requirements (for instance, minimum age requirement, educational level, health tests or reports, etc.)
 - _____ 2) Training programs for occupations requiring state licensing, certification or registration must contain the

Catalog Checklist for a Private Career School

following disclosure statement: *Criminal convictions may affect a student's ability to be licensed, certified or registered.*

- _____ d. Program outline identifying each course or subject and the following:
 - _____ 1) Total hours of instruction for each course or subject.
 - _____ 2) Total hours for each course designated for lecture/theory.
 - _____ 3) Total hours for each course designated for lab/practical.
 - _____ 4) Total hours for each course designated for clinic/externship.
 - _____ 5) If any portion of the program is delivered via distance education, 1-4 must be individually broken out by instructional delivery method: residential or distance education.
 - _____ e. Brief summary description of each topic area or course within the program.
 - _____ f. Brief summary description of clinic/externship to include identifying the sites and locations, capacities, and distances from the school.
 - _____ g. Schedule options. Identification of the following for each schedule; i.e., full-time day schedule, part-time evening schedule, etc.
 - _____ 1) Specific times and number of hours of instruction per day,
 - _____ 2) Specific days required each week,
 - _____ 3) Number of hours required each week, and
 - _____ 4) Number of weeks required to complete the program.
 - _____ 5) If any portion of the program is delivered via distance education, 1-4 must be individually broken out by instructional delivery method: residential or distance education.
 - _____ h. Maximum student-to-instructor ratio(s) for lecture, lab/practical, clinic/externship.
 - _____ i. Graduation requirements including all academic, attendance, and financial requirements.
- _____ 12. Program performance. A statement which clearly discloses that students and prospective students may obtain from the Maryland Higher Education Commission information regarding the performance of each approved program. This includes but is not limited to information regarding each program's enrollment, completion rate, placement rate, and (if applicable) pass rate of graduates on any licensure examination. The web site address of the Maryland Higher Education Commission must be provided in this statement (www.mhec.state.md.us).
- _____ 13. Cost for the programs to include the amount of the:
 - _____ a. Application fee;
 - _____ b. Registration or enrollment fee (cannot exceed 10% of the tuition or \$150, whichever is less);
 - _____ c. Books and supplies;

Catalog Checklist for a Private Career School

- _____ d. Tuition;
 - _____ e. Other costs, specifically identified and described, to include to whom payable, when, and for what purpose. (Please note: COMAR Section 13B.01.01.12G: “*Other mandatory fees charged shall be requested by a school and approved by the Secretary prior to implementation....*”)
 - _____ f. Total cost for the program as payable to the school.
 - _____ g. For a combined resident-distance education program, the tuition price for the distance education portion and the tuition price for the resident portion shall be separately stated on the enrollment agreement. The total of the two shall be the total tuition charge.
 - _____ h. Any direct costs to be assumed by the student (e.g., supplies and materials, uniforms, etc.).
- _____ 14. School’s attendance policy that must address items a through g below (if any portion of the program is delivered via distance education, policies regarding the two delivery methods must be separated out):
- _____ a. Absences, including tardiness and leaving early (reminder: all time missed must be tracked by the school).
 - _____ b. If a program prepares students for a licensed occupation which requires completion of all program hours, a make up policy must describe the number of hours which can be made up while maintaining the required attendance rate and the time frame for such make up, along with the manner in which these hours can be made up.
 - _____ c. Description of early and frequent evaluation points in the program(s) when student attendance will be evaluated and reported in writing to students. Identify the minimum attendance standard that each student must achieve at these evaluation points.
 - _____ d. The number of hours and percentage of hours absent allowed before a student will be placed on probation or terminated.
 - _____ e. Description of the attendance probationary period, if any. If the school does not have an attendance probationary period, then a statement must be included to that effect.
 - _____ f. The action the school will take if a student fails to achieve the minimum attendance standards.
 - _____ g. Attendance requirement to graduate. Note: The Maryland regulations require that a student shall have a minimum attendance rate of 80 percent of the total program, in order to be graduated from a program.
 - _____ h. Identification of whether the school has a Leave of Absence policy, and what that policy is, dependent upon program length and educational soundness. Note that by Maryland regulation, an “official leave of absence” means any leave of absence granted by a school under the terms set out in Section 13B.01.01.09M of the

Catalog Checklist for a Private Career School

Code of Maryland Regulations.¹ A leave of absence must be requested in writing by a student, documented in the student's file, and granted by the school in accordance with sound educational practice for a maximum of 180 cumulative days.

- _____ 15. The school's policy on student conduct and the conditions for dismissal for unsatisfactory conduct. (At a minimum, address inappropriate interactions and behavior, dishonestly, violent acts, and policy violations.)
- _____ 16. The school's policy regarding academic progress must include the following (if any portion of the program is delivered via distance education, policies regarding the two delivery methods must be separated out):
- _____ a. The grading system and the grading scale.
 - _____ b. Minimum grades considered satisfactory.
 - _____ c. The school's policy regarding make up work.
 - _____ d. Description of early and frequent evaluation points in the program(s) when student academic achievement will be evaluated and reported in writing to students. Identify the minimum academic standard that each student must achieve at these evaluation points.
 - _____ e. Description of the academic probationary period, if any. If the school does not have an academic probationary period, then a statement must be included to that effect.
 - _____ f. The action the school will take if a student fails to achieve the minimum academic standards.
 - _____ g. Conditions of re-entrance for students dismissed for unsatisfactory progress, including costs, conditions, and time limits associated with re-enrolling.
 - _____ h. The minimum grades or grade average that must be maintained if the student is to graduate.
 - _____ i. A statement verifying that the school maintains permanent grade records for as long as the school exists.

¹ 13B.01.01.09M. Leaves of Absence.

- (1) Official leaves of absence may be granted by a school only under a written leave policy that is published in the school's catalog. The policy shall require a student to provide a written, signed, and dated request for a leave of absence. The school shall document the leave of absence in the student's file, report the student's last date of attendance as the start of the leave, record the reason for the leave, and specify, with the consent of the student, an end date for the leave of absence.
- (2) The school shall grant a leave of absence in accordance with sound educational practice. There shall be space and resources available for the student to resume instruction upon conclusion of the leave of absence. There shall also be a reasonable expectation that the student will return to the school and complete the program successfully. If a student does not resume attendance at the school on or before the end of the leave of absence, the school shall treat the student as a withdrawal in accordance with section 13B.01.01.12M(3) of this chapter.
- (3) Additional charges may not be imposed upon the student related to an official leave of absence. Any effects on student loan repayment terms, including possible exhaustion of available grace periods, shall be explained to the student before a leave of absence is granted. Evidence of compliance shall be maintained by the school as part of the student's permanent record.
- (4) In total, a student may not be granted cumulative leave from the school for more than 180 days.

Catalog Checklist for a Private Career School

- _____ j. A statement verifying that, on a regular basis which is at least every evaluation point, the school will record on an approved individual student permanent record form each student's daily attendance and record of academic achievement.
- _____ 17. The school's refund policy which addresses the items listed below and is **consistent** with the **minimum** requirements in the Code of Maryland Regulations. While it is recommended that it be quoted exactly for the school's policy, the school may certainly exceed these minimum requirements to make the refund policy more beneficial to the student. The refund policy stated within the catalog enrollment must be the same as the language on the enrollment agreement.
- _____ a. If the school closes or discontinues a course¹ or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
- _____ b. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract. [This involves all fees paid to the school by the student or on behalf of the student. Exceptions must be approved by the Secretary and identified according to 17g.]
- _____ c. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.
- _____ d. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

| Proportion of total course or program taught by date of withdrawal | Tuition refund |
|---|---------------------------|
| Less than 10% | 90% refund |
| 10% up to but not including 20% | 80% refund |
| 20% up to but not including 30% | 60% refund |
| 30% up to but not including 40% | 40% refund |
| 40% up to 50% | 20% refund |
| More than 50% | No refund |

¹ "Course" means a *portion* of a program of study covering specific subject matter. [COMAR 13B.01.01.02B(10)]

Catalog Checklist for a Private Career School

- _____ e. The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
 - _____ f. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
 - _____ g. Identification of any non-refundable items and applicable criteria [e.g. books must be returned in like-new condition].
 - _____ h. For a program or portion of a program delivered by distance education, the minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun shall be prorated based on the proportion of the program completed by the student. The proportion of the program completed via distance education shall be the percentage of submitted lesson assignments completed by the student compared to the total number of lesson assignments in the program or portion of the program delivered by distance education.
- _____ 18. Description of student services including the nature and extent of placement assistance available to students and/or graduates.
- _____ 19. Identification of school-specific student rights, privileges and responsibilities (for instance, parking, transcripts and costs (if any), work-station clean-up, dress code, etc.).
- _____ 20. Student grievance procedure, which includes the information that the student has the right to appeal in writing to the Secretary of Higher Education at the Maryland Higher Education Commission concerning school violations of Maryland regulations. Other agencies or boards that must also be identified by name, address, and telephone number in the grievance policy include applicable State licensing boards and commissions, accrediting bodies, and the Maryland Office of the Attorney General, Consumer Affairs, 200 St. Paul Place, Baltimore, MD 21202, 888-743-0023/410-528-8662.
- _____ 21. Pages numbered in the school catalog.

Note: Items 22a. – g. apply only to those schools approved for students to receive veterans education benefits. (After a school has been approved by the Secretary and successfully operated for a two-year period, it may elect to apply for and obtain approval from the Maryland Higher Education Commission State Approving Agency to offer its students veterans education benefits.)

- _____ 22. VA APPROVED SCHOOLS: For schools approved to offer VA education benefits, the catalog must meet the minimum state requirements outlined in items 1 through 21 above, and must also include each item listed below. These may be incorporated into the catalog or published in a catalog addendum.
- _____ a. On or inside the front cover of catalogs submitted to the Commission, the following statement which must be signed and dated by the school director or other authorized representative: **“CERTIFIED TRUE AND CORRECT AS TO CONTENT AND POLICY.”**
 - _____ b. Statement of approval: “The school is approved by the Maryland State Approving Agency to offer training to veterans and other eligible dependents under the VA educational benefit programs.”
 - _____ c. The school’s policy for granting credit for previous training or experience (#10 above) which must indicate that the school will obtain written records on a VA beneficiary’s previous education and experience, complete a documented evaluation, grant credit where appropriate, advise the VA claimant and the Department of Veterans Affairs accordingly, and maintain records
 - _____ d. Identification of which programs are approved for VA educational benefits and which are not.
 - _____ e. Statement verifying that the school will notify the VA of any change in the enrollment status of students certified to receive veterans education benefits. This would include when the student is placed on attendance and/or academic probation, changes schedules, or terminates training.
 - _____ f. Statement verifying that the school maintains permanent grade records and an indication as to when grade reports will be furnished to each student.
 - _____ g. Statement that all refunds due to students who receive veterans education benefits will be paid within 40 days of the last date of attendance.
 - _____ h. If the school is *not* nationally accredited, a refund policy which must state that the amounts charged a recipient of VA education benefits for tuition, fees, and other charges for a portion of the course will not exceed the approximate prorata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the program bears to the total length (Code of Federal Regulation 21.4255). The school may retain \$10.00 for administrative costs

SAMPLE ENROLLMENT AGREEMENT

The following enrollment agreement is a sample document that contains suggested language which may be used for reference in developing this required document for the application package. This document reflects the requirements of the Code of Maryland Regulations (COMAR). Additional terms may be added as appropriate.

Please be advised that this sample is only a suggestion for format and language. Any enrollment agreement is a contract binding on both the student and the school. You are advised to obtain independent legal advice before developing a final agreement.

SCHOOL NAME
STREET ADDRESS
CITY, STATE, ZIP CODE
TELEPHONE / FACSIMILE
WEB SITE / EMAIL

Student name: _____

Address: _____

City, State, Zip: _____

Telephone #s: H: _____ W: _____ C: _____

Email: _____

Social Security #: _____

Program Name and Clock Hours: _____

Training start date: _____ Training end date: _____

Days/Evenings Class Meets: (circle) M T W Th F Sat Sun

Time of day/evening class begins: _____ Time of day/evening class ends: _____

Total number of hours of instruction per day: _____

Total number of hours of instruction per week: _____

Total number of weeks of program instruction: _____

Upon successful completion of the program, I will receive a (certificate). Successful completion requires (description of graduation criteria to include academic and attendance requirements and the satisfaction of any financial obligations to the school.) In order to receive an official transcript, whether I complete the program or not, I must (criteria that must be met in order to be issued a transcript).

The (name of school) acknowledges that job placement and job salaries cannot be guaranteed.

The cost of the program is: Application/Registration/
Enrollment fee: _____
Tuition: _____
Books, supplies, materials: _____

SAMPLE ENROLLMENT AGREEMENT

Other costs (specified): _____

TOTAL _____

Payment Schedule: The application fee, if applicable, is due _____.
Tuition is payable: *(description of any payment plans)*

Payment for books, supplies, materials is due _____.¹

Payment of any other costs is due _____.

If applicable, the credit terms and interest rates with the following required FTC notice if there are credit terms: “Any holder of this Consumer Credit Contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.”

Refund Policy: (Please note that the following text provides for the minimum refund policy outlined in the Code of Maryland Regulations; the school may certainly exceed these standards and be more generous to students. If the school is eligible to participate in federal financial aid programs, the school’s refund policy must also comply with the federal guidelines and be described in the enrollment contract.)

1. All monies paid by the student will be fully refunded if the student chooses not to enroll in or to withdraw from the school within seven calendar days after having signed the enrollment contract.
2. If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the registration or enrollment fee will be retained by the school.
3. If, after the seven-day cancellation period expires, a student withdraws or is terminated after the instruction begins, refunds will be made based on the total contract price for the course or program and will include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that the school will pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

| Proportion of Total Program Taught By Date of Withdrawal | Tuition Refund |
|---|----------------|
| Less than 10% | 90% |
| 10% up to but not including 20% | 80% |
| 20% up to but not including 30% | 60% |

¹ I may purchase my books, supplies, and materials either from the school or on the open market provided they meet the requirements of the program.

SAMPLE ENROLLMENT AGREEMENT

| | |
|---------------------------------|-----------|
| 30% up to but not including 40% | 40% |
| 40% up to 50% | 20% |
| More than 50% | No Refund |

4. If the school closes or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.
5. Students are requested, but not required, to notify the Director or designated school official if they are withdrawing from the school.
6. The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the student's last date of attendance.
7. All refunds due will be paid within 60 days of the student's last date of attendance.
8. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student will be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
9. Books purchased are the property of the student and are not refundable, except within the seven-day cancellation period.
 - I have received an exact copy of this enrollment contract.
 - I have received a copy of the School's current catalog.
 - I have been advised to keep this document as well as copies of all financial documents.

Signature of Applicant

Date

Signature of Parent, if applicant is a minor

Date

Signature of (name of school) official

Date

In order to be binding, this contract must be signed by the applicant, guardian if applicable, and the school official.

The enrollment contract may be extended or modified only with the written consent of both the student and the school.

INSTRUCTIONS ON COMPLETING THIS ELECTRONIC FORM

☐ I have read and understand these instructions

1. Under “File” on the toolbar, click on “Save As” to FIRST save this form to your computer.
2. The input fields can be navigated FORWARD by tabbing, using the right or down arrows on the keyboard, or by left clicking on the field. Should you wish to move BACK in the form, use the left or up arrows, or left click on the field.
3. Should a box need to be checked, such as for a “Yes” or “No” answer, left click on the appropriate box. An “X” should appear. To remove the “X”, click it again.
4. Once the form has been completed, save it a final time and email it, along with all required additional materials included as attachments, to Commission staff.
5. Wherever a signature is required, you must first complete everything on that page electronically and then print out that page and sign. ***All original signed signature pages must be mailed to Commission staff***; however, the remainder of the form may be emailed as an attachment.
6. Should the form require additional documents to be submitted, then the School must either include those items as hard copies with the mailed signature pages, or include them as PDF or Word attachments with the emailed electronic form.

Maryland Higher Education Commission

Private Career Schools

6 N. Liberty Street, 10th Floor

Baltimore, MD 21202

www.mhec.state.md.us

(Staff Directory: <http://www.mhec.state.md.us/higherEd/about/stafcomb.asp>)

SCHOOL NAME: _____

**ENROLLMENT AGREEMENT CHECKLIST
FOR A PRIVATE CAREER SCHOOL**

The following is the enrollment agreement checklist approved by the Secretary. To meet minimum standards, all the items listed below must be included in the enrollment agreement.

- ☐ 1. Name, street address, and telephone number of school.
- ☐ 2. Name, address, telephone number, and social security number of prospective student.
- ☐ 3. Program title.
- ☐ 4. Length of program in clock hours.
- ☐ 5. Program scheduling to include:
 - ☐ a. Date training begins.
 - ☐ b. Date training ends.
 - ☐ c. Hours of instruction per day to include daily time schedule(s) and number of hours per day.
 - ☐ d. Days required each week.
 - ☐ e. Total hours required each week.
 - ☐ f. Number of weeks required to complete the program.
 - ☐ g. If any portion of the program is delivered via distance education, a-through-f must be individually broken out by instructional delivery method: residential or distance education.
- ☐ 6. Indication as to whether upon satisfactory completion of program a diploma/certificate will be awarded.
- ☐ 7. Criteria/obligations the student must meet before receiving:
 - ☐ a. Diploma/certificate.
 - ☐ b. Academic transcript and record of attendance.
- ☐ 8. A statement affirming that the school does not guarantee job placement and salaries.
- ☐ 9. Identification of the specific books, supplies, and equipment required for the program. Statement that student may purchase these items either from the school or on the open market. If any portion of the program is delivered via distance education, then minimum equipment specifications for receipt and performance of distance education must be identified.
- ☐ 10. Costs for program. (Please note: COMAR Section 13B.01.01.12C requires the submission of payment plans for student charges be provided to the Secretary for approval at least 60 days before their use.)
 - ☐ a. Application fee, if applicable.
 - ☐ b. Registration or enrollment fee (cannot exceed 10% of the tuition or \$150, whichever is less).

Enrollment Agreement Checklist for a Private Career School

- ☐ c. Tuition and when payable.
 - ☐ d. Books and supplies.
 - ☐ e. Credit terms and interest rates, if any, and the following required FTC notice if there are credit terms: *“Any holder of this Consumer Credit Contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.”*
 - ☐ f. Other fees, if any, and when payable. (Please note: COMAR Section 13B.01.01.12G: *“Other mandatory fees charged shall be requested by a school and approved by the Secretary prior to implementation....”*)
 - ☐ g. Total cost to the student as payable to the school.
 - ☐ h. For a combined resident-distance education program, the tuition price for the distance education portion and the tuition price for the resident portion shall be separately stated on the enrollment agreement. The total of the two shall be the total tuition charge.
 - ☐ i. Any direct costs to be assumed by the student (e.g., supplies and materials, uniforms, etc.).
- ☐ 11. Student refunds. The refund policy must be **consistent** with the **minimum** requirements of the Code of Maryland Regulations, which are quoted below. While it is recommended that it be quoted exactly for the school’s policy, the school may certainly exceed these minimum requirements to make the refund policy more beneficial to the student. The refund policy stated on the enrollment agreement must be the same as the language utilized in the catalog.
- ☐ a. If the school closes or discontinues a course¹ or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
 - ☐ b. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract. [This involves all fees paid to the school by the student or on behalf of the student. Exceptions must be approved by the Secretary and identified according to 11g.]
 - ☐ c. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.
 - ☐ d. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

¹ "Course" means a *portion* of a program of study covering specific subject matter. [COMAR 13B.01.01.02B(10)]

Enrollment Agreement Checklist for a Private Career School

| Proportion of total course or program taught by date of withdrawal | Tuition refund |
|---|---------------------------|
| Less than 10% | 90% refund |
| 10% up to but not including 20% | 80% refund |
| 20% up to but not including 30% | 60% refund |
| 30% up to but not including 40% | 40% refund |
| 40% up to 50% | 20% refund |
| More than 50% | No refund |

- ☐ e. The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
 - ☐ f. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
 - ☐ g. Identification of any non-refundable items and applicable criteria [e.g. books must be returned in like-new condition].
 - ☐ h. For a program or portion of a program delivered by distance education, the minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun shall be prorated based on the proportion of the program completed by the student. The proportion of the program completed via distance education shall be the percentage of submitted lesson assignments completed by the student compared to the total number of lesson assignments in the program or portion of the program delivered by distance education.
- ☐ 12. Indication that the student has received a copy of the enrollment contract.
 - ☐ 13. Statement advising student to keep all documents regarding enrollment and financial obligations.
 - ☐ 14. Indication that the student has received a copy of the school's **current** catalog.
 - ☐ 15. Date enrollment contract signed.
 - ☐ 16. Signatures of school official and student, and parent or guardian if student is a minor.
 - ☐ 17. Statement that, in order for the enrollment contract to be binding, the contract must be signed by the applicant, the guardian if applicable, and the school official.
 - ☐ 18. Statement that the enrollment contract may be extended or modified only with the written consent of both the student and the school.
 - ☐ 19. *(If the school participates in a private lending program)* Statement that the student has received a copy of MHEC's private lending brochure.

School Name
Address
Telephone Number

Program Name & clock hours

Official Student Account Card

Student name: _____

Address: _____

Telephone #: _____

Social Security #: _____

Start Date: _____ End Date: _____ Last Date of Attendance: _____

| <i>Item</i> | <i>Charge</i> | <i>Payment</i> | <i>Method of Payment</i> | <i>Date</i> | <i>Balance</i> |
|------------------|---------------|----------------|--------------------------|-------------|----------------|
| Registration Fee | | | | | |
| Tuition | | | | | |
| Books | | | | | |
| Supplies | | | | | |
| Other | | | | | |
| | | | | | |
| Payment | | | | | |
| Payment | | | | | |
| Payment | | | | | |
| Payment | | | | | |
| | | | | | |

Refund Calculation

- | | |
|--|----------|
| 1. Total Program Hours Through Last Date of Attendance: | _____ |
| 2. Total Hours in Program: | _____ |
| 3. Percent of Program Completed by date of last attendance (divide #1 by #2) | _____ % |
| 4. Percentage School May Retain (per Refund Policy Schedule): | _____ % |
| 5. Total Amount For Which Student Contracted: | \$ _____ |
| 6. Total Nonrefundable Items (per Refund Policy): | \$ _____ |
| 7. Portion Subject to Refund (subtract #6 from #5): | \$ _____ |
| 8. Total Received on Account From/For Student: | \$ _____ |
| 9. Percent Amount That School May Retain (multiply #7 with #4): | \$ _____ |
| 10. Subtract #9 from #8: | \$ _____ |

If line 10 is positive, this is what the School must refund the Student (or appropriate payer).

If line 10 is negative, this is what the Student owes the School.

Refund verification (if refund is owed):

| | | |
|------------------------------|----------------|--|
| Date Refund Paid: _____ | Check #: _____ | Copy of cancelled check (<i>both sides</i>) attached _____ |
| Check Made Payable to: _____ | | |

SCHOOL NAME: _____

**STUDENT PERMANENT ACCOUNT CARD CHECKLIST
FOR A PRIVATE CAREER SCHOOL**

By regulation (COMAR Section 13B.01.01.11E), *A school shall maintain an accurate, complete, and current record of a student's financial account in a form and manner approved by the Secretary.*

The following is the student permanent account card checklist approved by the Secretary in 1999. To meet minimum standards, all the items listed below must be included with the student permanent account card.

- ☐ 1. School's name, street address, and telephone number.
- ☐ 2. Student's name, address, telephone number, and social security number.
- ☐ 3. Name of program and program length in clock hours.
- ☐ 4. Total charges.
 - ☐ a. Tuition.
 - ☐ b. Fees.
 - ☐ c. Books, supplies, equipment.
 - ☐ d. Any other costs, specifically identified.
- ☐ 5. Record of payments.
 - ☐ a. Date of transaction.
 - ☐ b. Type of method of payment.
 - ☐ c. Amount of payment.
 - ☐ d. Running balance.
- ☐ 6. Refund calculation. A section of the account card, or accompanying document, for student refunds for those students canceling or withdrawing before program completion.
 - ☐ a. Last date of attendance.
 - ☐ b. Refund calculation.
 - ☐ c. Amount of any refund due to student or any balance due to school.
 - ☐ d. Date refund made, if applicable.
 - ☐ e. Name of person, bank, and/or agency to whom the refund was paid.

Comments:

School Name
Address
Telephone Number

Program Name & clock hours

Official Student Transcript

Student name: _____

Address: _____

Telephone #: _____

Social Security #: _____

Beginning Date: _____

Last Date of Attendance: _____

Training Outcome:

| | | |
|--------------------------|---------------------------------------|-------------|
| <input type="checkbox"/> | Graduated | Date: _____ |
| <input type="checkbox"/> | Withdrew | Date: _____ |
| Reason: _____ | | |
| <input type="checkbox"/> | Completed, but ineligible to graduate | Date: _____ |
| Reason: _____ | | |

Academic Record:

| <u>Area</u> | <u>Date(s)</u> | <u>Assignment/Quiz/Test</u> (or Class or Course) | <u>Grade</u> | <u>Grade</u> <u>Average</u> |
|--------------------|----------------|---|--------------|--------------------------------|
| <u>Lecture</u> | | Assignment A | | |
| | | Quiz A | | |
| | | Assignment B | | |
| | | Midterm (etc.) | | |
| <u>Lab</u> | | Skill A | | |
| | | Skill B (etc.) | | |
| <u>Externship</u> | | Attendance | | |
| | | Skill A | | |
| | | Skill B (etc.) | | |
| <u>Final Grade</u> | | | | |

Attendance:

| | |
|---|------------------------------|
| Total number of clock hours missed: _____ | Final Attendance Rate: _____ |
| <i>NOTE: Student's record of daily attendance is attached.</i> | |

Signature of School Officer

Date

SCHOOL NAME: _____

**STUDENT'S PERMANENT TRANSCRIPT CHECKLIST
FOR A PRIVATE CAREER SCHOOL**

By regulation (COMAR Section 13B.01.01.11A), *The school shall maintain adequate permanent student records which include:*

- (1) Evidence of compliance with the school's admissions requirements;*
- (2) Credit granted for previous experience or training;*
- (3) Dates of admission, start dates, and withdrawal or completion dates;*
- (4) Reasons for withdrawals when known;*
- (5) Daily attendance;*
- (6) Student transcripts indicating achievements; and*
- (7) Tuition and financial aid records, when applicable.*

Section 13B.01.01.11D requires that: *A school shall maintain accurate and complete records of a student's academic achievement and daily attendance. On a regular basis, which is at least every grading period, the school shall record this information on an approved permanent record form which is maintained in the student's individual file.*

The following revised checklist, approved by the Secretary in 1999, addresses the transcript document only. Please note that the transcript comprises only one document of the student's permanent records. The requirements for the student's permanent records with retention schedule are addressed separately.

To meet minimum standards, all the items listed below must be included on the student's permanent transcript.

- ☐ 1. School's name, street address, and telephone number.
- ☐ 2. Student's name, address, telephone number, and social security number.
- ☐ 3. Name of the program and program length in clock hours, as well as credit hours, if applicable.
- ☐ 4. Credit granted for prior training, if applicable.
 - ☐ a. Source of previous training.
 - ☐ b. Date of previous training.
 - ☐ c. Name of course being credited and clock hours awarded.
- ☐ 5. Program start date.
- ☐ 6. Last date of attendance.
- ☐ 7. Dates of leave of absence, when applicable.

- ☐ 8. Training outcome. Clearly note one of the following and indicate the date.
- ☐ a. Withdrew. Include reason for withdrawal when known.
 - ☐ b. Completed program but ineligible to graduate. Include reason.
 - ☐ c. Graduated. *(If graduated, the record **must** document that **all academic and attendance requirements to graduate have been met**. If applicable, the record must include any required skill proficiencies; i.e., typing speed or CPR certification.)*
- ☐ 9. Academic achievement. The transcript must document the following:
- ☐ a. Grades received for each course or subject in the program. *(Note: If the grade on the mid-term or final is a criterion for program completion, this grade must also be recorded. If the program delivery is by modules, grades for the subject matter areas in each module must be recorded.)*
 - ☐ b. Dates for each course.
 - ☐ c. Cumulative grade point average, if applicable.
 - ☐ d. Performance grade on externship, if applicable.
- ☐ 10. Attendance. *(Note: The Maryland regulations require that a student have a minimum attendance rate of 80% of the total program in order to be graduated from the program.)*
- ☐ a. Daily attendance record.¹
 - ☐ b. Percentage of the total number of scheduled hours attended (attendance rate).
- ☐ 11. Signature line for school official and date.

Comments:

¹ The record of daily attendance may be formatted on the reverse side of the academic record or may be recorded on an accompanying page. If the daily attendance record is maintained on a separate page, an attendance summary, posted each evaluation period, may be formatted with the academic achievement transcript.



APPENDIX D

Maryland Higher Education Commission

PERSONNEL FORM FOR PRIVATE CAREER SCHOOL FACULTY, STAFF, AND ADMINISTRATORS

- A resume is not a substitute for a completed Personnel Form.
- If additional space is required, please continue your response on a separate page, identify the question being answered, and attach the page to this form.
- By Maryland regulations, “*The qualifications of staff shall be documented in their personnel files, including but not limited to evidence of formal educational attainment, certificates and degrees earned, and relevant experience.*”

| | | | |
|--------------------|--|--|--|
| 1. School Name: | | | |
| 2. School Address: | | | |

Street

City

State

Zip

| | | | |
|-------------------|--------------|-------------|---------------------------|
| 3. Employee Name: | | | |
| <i>Last</i> | <i>First</i> | <i>M.I.</i> | <i>Previous Last Name</i> |

| | | | |
|----------------------------------|-------------|--------------|------------|
| 4. Employee's Permanent Address: | | | |
| <i>Street</i> | <i>City</i> | <i>State</i> | <i>Zip</i> |

| | | | |
|---------------------------------|----------------|---|--|
| 5. Employee's Telephone Number: | | 6. E-mail Address: | |
| 7. SSN: Do not provide. | 8. Birth Date: | 9. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| <i>Month/Year</i> | | | |

| | |
|-------------------------|---|
| 10. Position at School: | 11. <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time |
|-------------------------|---|

| | |
|---------------------------------|---------------------|
| 12. Date of Initial Employment: | 13. Hours per week: |
| <i>Month/Day/Year</i> | |

| | |
|---|--|
| 14. You must be legally authorized to work under the United States Immigration Reform and Control Act of 1986. Are you a US citizen or legal resident alien? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
|---|--|

| | | | |
|--|--------------|--|--|
| 15. Do you have a high school diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No | | 16. High school attended: | |
| 17. City/State of high school: | | 18. Date of high school graduation or GED: | |
| <i>City</i> | <i>State</i> | <i>Month/Year</i> | |

| | |
|---|---|
| 19. List your primary duties at the School, including all subjects you are assigned to teach. Identify the approximate percentage of your total work time that each function constitutes. | |
| Primary Duties (including all subject taught) | % of Time Allocated to Each Function |
| | % |
| | % |
| | % |
| | % |
| | % |

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20. List below all of your postsecondary education including coursework at career schools, colleges and universities. By Maryland regulations, “*Instructors shall demonstrate up-to-date knowledge and continuing study of the field they are teaching. Instructors must possess, and have maintained for a minimum of 2 years, at least the level of licensure, certification, or credential for which the program they are instructing prepares graduates.*”

| Name & Location of Educational Institutions | Dates Attended | | Major or Major Subject | Graduated | | Degree, Certificate or License and Date Received | Hours Completed |
|---|----------------|----|------------------------|--------------------------|--------------------------|--|-----------------|
| | From | To | | Yes | No | | |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | | |

21. List below any certificate(s) or license(s) now held. **(A copy of each certificate/license MUST be attached.)**

By Maryland regulation, “*Instructor must possess, and have maintained for a minimum of 2 years, at least the level of licensure, certification, or credential for which the program they are instructing prepares graduates.*”

| Name of Certificate/License | Entity that Issued Certificate/License | Date Received | Expiration Date |
|-----------------------------|--|---------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

22. List any other courses or workshops directly related to your position at the school that you have completed in the past 5 years. Include the dates of attendance.

| Courses or Workshops | Dates of Attendance |
|----------------------|---------------------|
| | |
| | |
| | |
| | |
| | |

Maryland Higher Education Commission

23. Employment Information: List each position you have held, beginning with the most recent. **(Attach any additional pages.)**
 By Maryland regulation, “*Instructors shall have a minimum of 2 years of successful practical experience in the occupation or subject or its equivalent in formal training beyond the standard learning period recognized for the trade or occupation they are to teach*”.

1. Name of Employer:

Employer's Address (Street, City, State, Zip):

Type of Business:

Your Job Title:

Supervisor's Name and Phone Number:

Dates of Employment: **From:**

To:

☐ Full-Time

☐ Part-Time

Job Duties:

Reason for Leaving:

2. Name of Employer:

Employer's Address (Street, City, State, Zip):

Type of Business:

Your Job Title:

Supervisor's Name and Phone Number:

Dates of Employment: **From:**

To:

☐ Full-Time

☐ Part-Time

Job Duties:

Reason for Leaving:

3. Name of Employer:

Employer's Address (Street, City, State, Zip):

Type of Business:

Your Job Title:

Supervisor's Name and Phone Number:

Dates of Employment: **From:**

To:

☐ Full-Time

☐ Part-Time

Job Duties:

Reason for Leaving:

4. Name of Employer:

Employer's Address (Street, City, State, Zip):

Type of Business:

Your Job Title:

Supervisor's Name and Phone Number:

Dates of Employment: **From:**

To:

☐ Full-Time

☐ Part-Time

Job Duties:

Reason for Leaving:

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24. Required for Instructors:

Summarize below your education, licensure/certification, teaching experience, and employment that directly relates to your area of instruction at the school and qualifies you to be an instructor at a Maryland private career school.

a) Education, licensure, and certification directly related to your area of instruction:

b) Teaching experience directly related to your area of instruction:

c) Employment directly related to your area of instruction:

25. Required of School Director:

Summarize below your education and employment that directly relates to the administration of the school and qualifies you to be a director of a Maryland private career school.

a) Education directly related to the administration of the school:

b) Employment directly related to the administration of the school:

26. To be answered by all:

By Maryland regulations, *"The owner or owners and employees of an applicant for approval or of a school shall have a demonstrated history of ethical personal and professional practices"*.

a) Have you ever been convicted of any violation of the law except for minor traffic violations?

☐ Yes ☐ No If "Yes", explain:

b) Have you ever been named in connection with financial aid fraud, post office fraud or a school's FTC citation?

☐ Yes ☐ No If "Yes", explain:

27. Required of School Sales Representatives:

a) Have you ever been denied a permit issued by a state to represent or solicit students on behalf of a school?

☐ Yes ☐ No If "Yes", explain:

b) Have you ever been named in connection with financial aid fraud, post office fraud or a school's FTC citation?

☐ Yes ☐ No If "Yes", explain:

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Affidavits by Employee and School Owner or School Director:

“I hereby certify that I have reviewed the information given on this form and any attachments and thereby certify that it is complete and correct to the best of my knowledge.”

Please email the completed Personnel Form as one attachment to pcs.mhec@maryland.gov.

Signature of Employee

Date

Name of School Owner or Director

Title of School Owner or Director

Signature of School Owner or School Director

Date

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