

**APPLICATION FOR APPROVAL OF  
A MODIFICATION TO AN APPROVED PROGRAM  
OFFERED BY A PRIVATE CAREER SCHOOL**

**REGULATIONS PERTAINING TO PROGRAM MODIFICATIONS:** Before completing this form, please read the following summary of the regulations regarding program modifications contained in Section 13B.01.01.05 A of the Code of Maryland Regulations (COMAR).

- By regulations, “*A school may not advertise, promote, enroll students for, nor offer a substantially modified program without the prior approval of the Secretary.*”
- Using this form, a school must notify the Secretary of proposed modifications to an approved program at least 60 days prior to the proposed date of implementation.
- This completed application will be reviewed to determine whether the proposed changes constitute substantial modifications to the approved program. A substantial modification is defined in COMAR, Section 13B.01.01.01.5A(2)(b) as follows: “*Substantial modifications may include, but are not limited to: (i) an increase or decrease in the number of hours required in the program; (ii) a redistribution of the hours of the program; (iii) a change in the program objectives; (iv) changes in the requirement for admission and/or satisfactory completion; (v) changes in the sequence of instructional hours; (vi) changes in the program title; and (vii) changes in the credential awarded upon completion of the program.*”
- Within 15 days of receipt of a complete Application for Approval of a Program Modification, the Secretary will notify the school whether the proposed modification is a substantial modification which will require the school to submit an Application for Approval of a Substantial Modification to an Approved Program for review and approval prior to implementing the program modification.

\_\_\_\_\_  
*Name of School*

\_\_\_\_\_  
*Address of School*

\_\_\_\_\_  
*Telephone #*

\_\_\_\_\_  
*FAX #*

\_\_\_\_\_  
*E-mail Address*

Title of Program to be Modified: \_\_\_\_\_

Proposed Date of Implementation: \_\_\_\_\_

Date Application Received by MHEC: \_\_\_\_\_

PCS REV. 10/10

**INSTRUCTIONS:** Before completing this form, please read through the entire form. When additional space is necessary to answer any of the items or an attachment is required, please attach a separate sheet and identify the number of the item being answered.

**SECTION I: WHAT ARE THE PROPOSED MODIFICATIONS AND HOW WILL THESE PROPOSED MODIFICATIONS AFFECT THE EXISTING PROGRAM?**

**Please attach a description of the proposed modifications to the approved program.**

Before completing the description, answer the following questions regarding the effect of the proposed modifications on the existing program. **If you answer yes to any of the following questions, include in your description all of the information identified below for that type of change.**

A. Will the modification of the existing program change the title of the program?

Yes       No

*If yes, identify the new title of the program.*

\_\_\_\_\_

B. Will the modification of the existing program change the objectives of the program?

Yes       No

*If yes, clearly identify how the objectives of the program will be changed and what the new program objectives will be.*

\_\_\_\_\_

C. Will the modification of the existing program change the graduation requirements of the program?

Yes       No

*If yes, clearly identify how the graduation requirements will be changed and what the new graduation requirements for the program will be.*

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D. Will the modification of the existing program change the certificate awarded upon successful completion of the program?

Yes       No

*If yes, attach a copy of the new certificate or diploma.*

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E. Will the modification of the existing program change the entrance requirements of the program?

Yes       No

*If yes, identify how the entrance requirements will be changed and what the new entrance requirements for the program will be.*

\_\_\_\_\_

If an entrance test is being added or a different entrance test or minimum passing test score will be used for the modified program, please attach the following:

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 the modified program. Please explain how this minimum 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.

F. Will the modification of the existing program change the order in which the courses or training components of the program are taught?

Yes       No

*If yes, identify (by attachment) how the order of the courses or training components will be changed and what the new order of courses or training components will be. If there are several sequences in which courses/training components may be taught, please identify each.*

G. Will the modification of the existing program change the total number of clock hours?

Yes       No

*If yes, clearly identify (by attachment) how the program modification(s) will change the total number of clock hours and what the new total clock hours of the program will be. Include a side-by-side comparison of the existing program and the modified program that identifies the changes.*

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H. Will the modification of the program affect the length and/or content of any of the courses or training components of the program? (This includes the addition of any courses or training components to the program.)

Yes       No

*If yes, clearly identify (by attachment) how the courses or training components of the program will be changed. Include a side-by-side comparison of the currently approved program and the proposed modified program that identifies how the courses or training components will be changed. This comparison should provide the following information:*

1. a program outline which identifies: (a) total program hours, (b) total hours for lecture, lab and, if applicable, internship/externship, (c) all courses or training components, (d) the hours for each course or training component, (e) breakdown by course or training component of the hours for lecture, lab and, if applicable, internship/externship;
2. a description of each course or training component;
3. a description of the integration of lecture and lab hours;
4. a list of all equipment for the modified program;
5. a list of all faculty for the modified program.

I. Will the modification of the existing program add an externship component or affect an existing externship component of the program?

Yes       No

*If yes, provide a description of the proposed externship.*

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J. Will the modification of the existing program affect the schedule options available to students enrolling in the program?

Yes       No

*If yes, identify what the proposed program schedule(s) will be and describe how this proposal will impact the existing schedule options.*

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*If yes, identify whether the schedule change will increase the total enrollment of the school. (Be advised that if a school that is required to maintain a financial guarantee proposes to increase its total school enrollment, the amount of the school's guarantee also must be increased.)*

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If an additional schedule option is proposed which will not overlap or run concurrently with existing schedules, provide (as an attachment) the information identified below. (e.g. a proposed new evening schedule to be added to school with an existing day schedule.)

1. a list of the school personnel including administrators, instructors and admissions representatives who will be involved in the modified program. For instructors, please indicate which courses they will instruct and their scheduled hours of instruction. If the instructors for the proposed modified program will teach other approved programs, please include these additional courses and hours of instruction.

If an additional schedule option is proposed which will overlap or run concurrently with existing schedules, provide a resource plan which describes how the school will utilize its instructors, classroom and practical/lab space, and equipment to adequately support its training. The plan must include the following items:

1. a blue-print or drawing of the floor plan of the school which identifies the dimensions and designated use of each room (ie., classroom - 20' x 15') *By regulation, space in square footage per student must conform with 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.*
2. a list of the school personnel including administrators, instructors and admissions representatives who will be involved in the modified program. For instructors, please indicate which courses they will instruct and their scheduled hours of instruction. If the instructors for the proposed modified program will teach other approved programs, please include these additional courses and hours of instruction.
3. an equipment list for the modified program which identifies the quantity and age of each listed item. If any of this equipment is utilized for other approved programs, please describe how this equipment will be shared.

K. Will the modification of the existing program change either the program's approved maximum student:instructor ratio and/or the school's maximum enrollment limitation?

Yes       No

*If yes, identify what the proposed maximum ratio and/or enrollment limitation will be and describe how the proposed change(s) are educationally sound.*

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If the proposal is to increase the maximum student:instructor ratio and/or the enrollment limitations, provide a resource plan which describes how the school will utilize its instructors, classroom and practical/lab space and equipment to adequately support the modified program and the school's other approved programs. The plan must include the items identified above in items J. 1-3.

- L. Will the modifications of the existing program change the program's tuition, fees and/or other charges?

Yes       No

*If yes, identify all program charges including tuition, fees, materials, and any other charges.*

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- M. Will the modifications of the existing program change the school's policies pertaining to attendance and/or satisfactory academic progress?

Yes       No

*If yes, clearly identify (by attachment) the change(s) to the policies. Attach the pages of the revised catalog or the catalog addendum that comprehensively describe the new policies.*

**SECTION II: WHY ARE THE PROGRAM MODIFICATIONS PROPOSED?**

- A. Please attach your rationale for proposing modifications to the approved program. Provide documentation supporting the need for the proposed modification(s).

*For example, program modifications may be necessary in order to: (1) increase the current program's completion, placement, and/or licensure exam pass rates; (2) comply with new training prerequisites or requirements for the licensure/certification of program graduates; (3) respond to changing employer needs as identified by labor market statistics/trends or the results of an employer survey; and/or (4) other employer input.*

**SECTION III: WHAT IS THE SCHOOL'S PLAN FOR IMPLEMENTING THE PROPOSED PROGRAM MODIFICATIONS?**

- A. Please attach an explanation of how the program modifications, if approved, will be implemented. Explain how students currently enrolled in the existing program will be affected by the program modifications.
- B. Please attach either: (1) the catalog addendum or (2) the revised pages of the school's catalog which comprehensively describe the proposed modified program.

**AFFIDAVIT:**

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

\_\_\_\_\_  
*Name (please type or print)*

\_\_\_\_\_  
*Signature*

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

\_\_\_\_\_  
*Date*