

**APPLICATION CHECKLIST FOR APPROVAL FOR A
CHANGE OF LOCATION
FOR A PRIVATE CAREER SCHOOL**

School Name: _____
Proposed address: _____

Prior approval from the Maryland Higher Education Commission is required for an approved private career school to change location. This Application Checklist and all required documents must be submitted at least 60 days prior to the proposed use of the location (COMAR 13B.01.01.04E(4)). To apply for such approval, submit the following items to the Commission:

- 1. A letter of intent addressed to the Secretary or to the staff specialist assigned to your school that gives the address of the proposed training site and the name and hours of the approved program(s) you intend to offer at the new site.
- 2. A blueprint or sketch of the floor plan of the classroom and a photograph of the facility, inside and out. The floor plan must identify (label) each room, provide accurate dimensions, and disclose each room's square footage. Please indicate the scale used (e.g. 1/4" = 1 foot).
- 3. Local approval letters or permits that demonstrate that the facility meets the county's requirements for use as an educational (training) facility. Such permits include the Fire Inspection (facility meets all local fire codes), Building Inspection (facility meets local zoning criteria; oftentimes a Use of Occupancy permit), and the Health Department (oftentimes not required, but check with the local government to verify). In Montgomery County, it is also necessary to obtain a Private Educational Institution (PEI) License which may combine some of the above permits. (*Contact the Montgomery County Board of Appeals at 240-777-6600.*)
- 4. A copy of the lease for the additional facility, or some form of documentation that use of the facility by your school has been granted. Lease must include the facility's use by the School for educational/training purposes.
- 5. Verification that your insurance policy has been expanded or that a new policy has been written to include coverage for the new training site. Indicate amount of general liability for bodily injury and property damage, and workers compensation insurance.
- 6. An addendum to the school catalog that describes the availability of classes at the proposed site and includes a class schedule, calendar and faculty list for the additional training site.
- 7. A list of faculty who will be teaching at the new facility and their completed Maryland Higher Education personnel forms if not already on file for your school.
- 8. A detailed plan of transition for all enrolled and attending students. This must include written notification of and agreement from each student (with a signed copy in each student's file), and a legally amended enrollment agreement reflecting the change of location and any adjustments in contract dates due to the relocation. Students who do not consent to the change of location may opt for: 1) a full refund of all monies paid by them and on their behalf, or 2) a standard withdrawal subject to the terms of the refund policy. (Should students opt for a full refund, it is as they never enrolled; therefore, no transcript or transfer of hours is available to them.)

Maryland Private Career School Change of Location Application Checklist
January 3, 2013

NOTE: the transition/move should be organized so that students do not experience any interruption, or at most limited interruption, in their scheduled training.

- 9. An updated equipment list/inventory for the new facility.
- 10. If changes were necessary, documentation that the School has updated its location and status with the State Department of Assessments and Taxation (SDAT) and is in good standing.
- 11. If the School is required to maintain a financial guarantee, an addendum from the guarantor for the new location. (If the new facility changes the maximum enrollment of the School, the financial guarantee may need to be recalculated.)
- 12. Draft revised School publications to include: catalog, enrollment agreement, student permanent transcript, student account card, and advertisements (NOTE: while the School should disclose the relocation to prospective students, it cannot formally advertise the new location until approval has been granted by the Secretary.)
- 13. An on-site inspection to be completed by the Maryland Higher Education Commission/Private Career School staff after review of the above documents, but prior to approval.

The Secretary will issue an approval letter for the new training site once the required items have been reviewed to assure the school is in compliance with minimum State regulations.