

INSTRUCTIONS ON COMPLETING THIS ELECTRONIC FORM

I have read and understand these instructions

1. **Before completing this application, please read through the entire form.**
2. Under “File” on the toolbar, click on “Save As” to FIRST save this form to your computer.
3. 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.
4. 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.
5. Once the form has been completed, save it a final time and email it, along with all required additional materials included as attachments, to your Commission staff liaison.
6. 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.
7. Textbooks must be mailed.
8. 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 editable PDF or Word attachments with the emailed electronic form.
9. Should you choose to submit a hard copy of the application, please submit it in a 3-ring binder with tabbed separations for each section. Use divider pages to separate the attachments provided for each section of this application.

Approval: To obtain Approval, the school must have acquired all the resources required to operate the new program. This includes, but is not limited to the following: (1) the hiring of all faculty and staff, (2) the acquisition and installation of all required equipment and resources, (3) the completion of any required changes to the facility, and (4) if applicable, the submission of sufficient numbers of externship agreements to assure externships for all students to be enrolled in the new program. Once Approval for a new program is granted, the school may begin immediately to advertise, enroll students, and operate the program.

MARYLAND HIGHER EDUCATION COMMISSION

**PRIVATE CAREER SCHOOL APPLICATION FOR APPROVAL OF
A NEW PROGRAM OFFERED IN WHOLE OR PART
BY DISTANCE EDUCATION**

1. Name of School: _____

2. Address: _____
Street *City* *State* *Zip*

3. Telephone #: _____	4. Fax #: _____
5. E-mail: _____	6. Website: _____

7. Contact Information:

7a. Primary Person to Contact about the New Program:

7b. Title:

7c. Title of New Program:

7d. Proposed Start Date for New Program:

Date Application Received by MHEC: _____

INSTRUCTIONS

- **Before completing this form, please read through the Code of Maryland Regulations sections 13B.01.01.01 through 13B.01.01.27. Sections 13B.01.01.21 through 13B.01.01.27 are unique to distance education.**
- **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.**
- **Please submit your application in a three-ring binder. Use divider pages to separate the attachments provided for each section of this application.**

Approval: To obtain Approval, the school must have acquired all the resources required to operate the new program. This includes, but is not limited to the following:

- (1) the hiring of all faculty and staff,
- (2) the acquisition and installation of all required equipment and resources,
- (3) the completion of any required changes to the facility, and
- (4) if applicable, the submission of sufficient numbers of externship agreements to assure externships for all students to be enrolled in the new program.

Once Approval for a new program is granted, the school may begin immediately to advertise, enroll students, and operate the program.

I. GENERAL INFORMATION

A. Title of new program: _____

B. Length of new program: _____ clock hours (_____ credit hours, if applicable)

C. Proposed starting date of new program: _____

D. Breakdown of program costs:

\$ _____ tuition (for distance learning portion)

\$ _____ tuition (for resident training portion)

\$ _____ registration fee

\$ _____ books and materials costs

\$ _____ other costs (please identify: _____)

\$ _____ total program cost

E. Vocational objectives of the program: *(Identify the page(s) in the revised catalog or catalog addendum where the information identified below is provided.)*

1. the program objective(s) to be achieved.
(Catalog or addendum pages _____.)

2. the specific skills to be acquired by program graduates.
(Catalog or addendum pages _____.)

3. the specific occupations for which program graduates will qualify. *(Catalog or addendum pages _____.)*

4. please 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.
(Catalog or addendum pages _____.)

F. Program content. *(Identify the page(s) in the revised catalog or catalog addendum where the information identified below is provided.)*

1. program outline identifying each course or subject and the following:
a) total hours of instruction for each course or subject taught by distance education.
(Catalog pages _____.)

- b) total hours of instruction for each course or subject taught by resident training.
(*Catalog pages _____.*)
 - c) total hours for each course or subject designated for lecture/theory taught by distance education.
(*Catalog pages _____.*)
 - d) total hours for each course or subject designated for lecture/theory taught by resident training.
(*Catalog pages _____.*)
 - e) total hours for each course or subject designated for lab/practice taught by distance education.
(*Catalog pages _____.*)
 - f) total hours for each course or subject designated for lab/practice taught by resident training.
(*Catalog pages _____.*)
2. description of each course or subject that includes how distance learning and resident training will be particularly utilized to achieve the given objectives.
(*Catalog or addendum pages _____.*)

G. Program schedule(s): (*Identify the page(s) in the revised catalog or catalog addendum where the information identified below is provided.*)

- 1. a school calendar which identifies:
 - a) program start dates.
(*Catalog pages _____.*)
 - b) beginning and ending dates of each term, phase, module, distance learning or resident training.
(*Catalog pages _____.*)
- 2. for each program schedule option (day schedule, evening schedule, distance learning schedule, etc.), identify the following, broken down between distance learning and resident training:
 - a) number of hours and time(s) of instruction per day.
(*Catalog pages _____.*)
 - b) days required each week.
(*Catalog pages _____.*)
 - c) hours required each week.
(*Catalog pages _____.*)
 - d) weeks required to complete the program.
(*Catalog pages _____.*)

II. MARKET DEMAND

- A. 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.
1. Possible sources for occupational demand information include:
 - a) the Maryland Department of Labor, Licensing and Regulation (DLLR). The website is <http://www.dllr.state.md.us>; click on "Labor Statistics";
 - b) the US Census Bureau's local employment dynamics at <http://lehd.did.census.gov/led/datatools/qwiapp.html>;
 - c) State job market information which can be found on the One-Stop Job Market web site, <http://www.onestopjobmarket.org/SiteMap.aspx>.
 - d) other sources as relevant.
 2. One source for publicly offered training competition can be found on the MHEC's website, www.mhec.state.md.us. 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.
- B. Distribute employer surveys for each proposed program. 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. 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 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.

III. ENTRANCE AND GRADUATION REQUIREMENTS

- A. Entrance requirements for the program. (*Identify the page(s) in the revised catalog or catalog addendum where this information is provided.*) Address how the school will assess whether students have adequate prerequisite skills and computer equipment to succeed in a distance learning environment. (*Catalog or addendum pages ____.*) (***NOTE:*** *the school must document compliance with all entrance requirements prior to the student beginning classes.*)
- B. If an entrance test will be used for the proposed program, 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 the 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.
 5. if applicable, a complete description of how the test will be administered online in a manner that verifies the student's identity.
- C. Graduation requirements for the program: (*Identify the page(s) in the revised catalog or catalog addendum where this information is provided.*) (*Catalog or addendum pages ____.*)

IV. ATTENDANCE AND ACADEMIC POLICIES

- A. Attendance policy for students enrolled in the program. *(Identify the page in the revised catalog or catalog addendum where this information is provided. Note that the attendance policy must address all items listed in #12i, #15 and #16 of the Catalog Checklist.)*
(Catalog or addendum pages _____.)
1. If applicable, address how attendance will be monitored, verified and documented for distance learning students.
(Catalog or addendum pages _____.)
- B. Academic policy for students enrolled in the program. *(Identify the page in the revised catalog or catalog addendum where this information is provided. Note that the policy must address all items listed in #12i, #16 and #17 of the Catalog Checklist.)*
(Catalog or addendum pages _____.)
1. If applicable, address how satisfactory progress will be monitored, verified and documented for distance learning students.
(Catalog or addendum pages _____.)

V. ENROLLMENTS

- A. What is the proposed maximum number of students who will be enrolled in any one session of the new program? _____
- B. What is the proposed maximum number of students in all sessions at any point in time who will be enrolled in the program? _____
- C. Identify the proposed maximum student:instructor ratio for:

distance learning lecture: _____ distance learning lab/practical: _____
resident training lecture: _____ resident training lab/practical: _____
clinic: _____ externship: _____

VI. STAFFING, FACILITIES AND EQUIPMENT

- A. Attach a list of all the school personnel including administrators, instructors and admissions representatives who will be involved in the proposed program.
 - 1. Attach a description of the minimum qualifications required of instructors for the proposed program. If the program is delivered in part via distance education, list instructor qualifications separately for distance learning instructors and resident training instructors.
 - 2. Please indicate which courses in the proposed program each instructor will be teaching and his/her scheduled hours of instruction.
 - 3. If the instructors for the proposed program will teach other approved programs, please also identify these additional courses and hours of instruction.
- B. Complete and attach the Maryland Higher Education Commission’s “*Personnel Form*” for each faculty member employed for the program. (**Appendix 1**) Pay particular attention to instructor qualifications to teach distance learning.
- C. Attach a description of all faculty support services available to distance learning instructors.
- D. Attach an equipment list for the proposed program which identifies the quantity and age of each item on the list. Identify equipment to be utilized for distance learning and a description of how faculty will be trained on the technology. If any of this equipment is also utilized for other approved programs, please identify how this equipment will be shared.
- E. 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.

- F. 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 students testing and evaluation.

- G. Attach a blueprint or accurate drawing of the floor plan of the school which identifies the dimensions and the designated use of each room (i.e. 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.*

VI. FINANCIAL INFORMATION

- A. The cost associated with the development and implementation of a new program, especially if it involves distance learning, can be extensive. Careful, long-range planning is critical. Attach a description of how the new program will impact the current finances of the school. Identify what additional equipment, staffing and other resources will be necessary to support the program.

- B. A financial guarantee is required for a program delivered in part or whole by distance learning. The financial guarantee must be in the form of an irrevocable letter of credit or a renewable performance bond that is sufficient to cover **100%** of the tuition liability of the proposed program. Attach an **original**, appropriately signed performance bond or letter of credit.

VII. CURRICULUM

- A. Provide 2 copies of items B through F, below, and 1 copy of each textbook and accompanying teacher's manual(s) to be used in the program. For distance education curriculum, provide one copy of the printouts of all materials or the software to be used.
- B. 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.
- C. For distance learning, 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.
- D. Attach the following information for each course or subject area within the 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). Each lesson should include itemization of the time spent on each topic and whether it will be delivered through distance learning or resident training.
 2. a list of the textbook(s) to be used in the course, including the titles, editions, publishers and dates of publication.
 3. a description of the methods proposed to be used to teach the course (i.e. self-guided distance learning, chat room distance learning, interactive electronic communication, instructor lecture, class discussion, student demonstration, etc.)
 4. a description of the real-time or delayed distance learning interaction between faculty and students.
 5. the sequence in which the courses will be taught. If more than one sequence of courses is to be scheduled, please describe all proposed combinations.
 6. 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.
 7. an evaluation matrix which describes how and when the students' knowledge and skills are evaluated. Distinguish between distance learning and resident training. Identify when theory and practical skills are assessed and how they are

measured (i.e. written theory exams weekly and practical skills evaluations every two weeks).

8. copies of quizzes, tests and evaluations to be used to assess students' performance.

E. Will the new program include an externship or internship?

Yes No

F. If the new program will include an externship/internship, please provide as an attachment the information requested below:

1. Describe the content and length of the externship/internship. Include with this description the relationship between the classroom experience and the externship/internship. i.e. how the externship/internship provides reinforcement of the classroom instruction.
2. Describe the process to be used to evaluate a student's performance during the externship/internship and provide copies of the evaluation instrument.
3. Describe how students will be supervised during the externship/internship.
4. Indicate the minimum and maximum number of students who will be at each site at any one time.
5. Submit copies of the agreements between the school and each externship site.
6. Identify whose responsibility the issue of liability insurance is during the externship and provide copies of appropriate insurance binders.
7. Identify whether students will be paid during the externship and, if so, the minimum salary to be paid.

VIII. DOCUMENTS

- A. Attach 2 draft copies of either (1) the school's current catalog with a catalog addendum which comprehensively describes the new program or (2) a revised school catalog which comprehensively describes the proposed new program. The school's catalog must include all items identified on the enclosed "*Catalog Checklist for a Private Career School*". (**Appendix 2**)
- B. Attach a sample of the permanent student record card (transcript) that will be used for the proposed program. The transcript must include all items identified on the enclosed "*Student's Permanent Transcript Checklist for a Private Career School*" (**Appendix 3**).
- C. Attach a sample of the enrollment agreement that will be used for the proposed program. The enrollment agreement must include all items identified on the enclosed "*Enrollment Agreement Checklist for a Private Career School*" (**Appendix 4**).
- D. Attach copies of all advertising materials that will be used to promote the proposed program (e.g. brochures, direct mail pieces, TV/radio copy, newspaper ads, web pages, emails, etc.)

IX. AFFIDAVIT

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

Name (please type or print)

Signature

Title

Date

(Rev. 02/06)

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

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:	<input type="checkbox"/> Full-Time <input type="checkbox"/> 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:	<input type="checkbox"/> Full-Time <input type="checkbox"/> 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:	<input type="checkbox"/> Full-Time <input type="checkbox"/> 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:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Job Duties:			
Reason for Leaving:			

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:

d) Qualifications (education, training, experience and employment) related to teaching via distance education.

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:

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.”

NOTE: This signature page must be mailed or faxed in order to have the written signatures on file.

Signature of Employee

Date

Name of School Owner or Director

Title of School Owner or Director

Signature of School Owner or School Director

Date

MARYLAND HIGHER EDUCATION COMMISSION

6 N. Liberty Street • 10th Floor • Baltimore, MD 21201

T 410.767.3301 • 800.974.0203 • F 410.332.0270 • TTY for the Deaf 800.735.2258

www.mhec.state.md.us

SCHOOL NAME: _____

**CATALOG CHECKLIST
FOR A PRIVATE CAREER SCHOOL
OFFERING TRAINING IN WHOLE OR PART BY DISTANCE EDUCATION**

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.*

Volume and Date of Catalog: _____

Page #

- _____ 1. Name, complete street address, and telephone number of the school.
- _____ 2. Date of publication and volume number of the catalog.
- _____ 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:
 - _____ 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.

- _____ 6. Description of the school's equipment. If any program is delivered in part or whole by distance education, include a description of equipment utilized by the school and students.
- _____ 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, phase, module or resident training.
 - b. The school calendar:
 - _____ 1) All legal holidays observed.
 - _____ 2) Any vacation time or known periods of school closure.
 - _____ 3) Closing policy due to inclement weather.
- _____ 9. Description of process relative to how and when a student may enroll.
- _____ 10. The school's policy for granting credit for previous training or experience.
- _____ 11. If approved as a credit hour school, the definition of a credit hour and the formula used to convert clock hours to 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."*
- _____ 12. Overview of each program, which includes:
- _____ a. Title and total program length in hours as well as credit hours, if applicable.
 - _____ b. Vocational objectives of the program which include describing the skills to be obtained and identifying the specific occupations for which graduates will qualify.
 - _____ c. Entrance requirements.
 - _____ d. Program outline identifying each course or subject and the following:
 - _____ 1) Total hours of distance learning instruction for each course or subject.
 - _____ 2) Total hours of resident training instruction for each course or subject.
 - _____ 3) Total hours for each course designated for distance learning lecture/theory.
 - _____ 4) Total hours for each course designated for resident training lecture/theory.
 - _____ 5) Total hours for each course designated for distance learning lab/practical.
 - _____ 6) Total hours for each course designated for resident training lab/practical.

- _____ 7) Total hours for each course designated for clinic/externship.
 - _____ e. Descriptions of individual courses or subjects that include how distance learning will be utilized.
 - _____ f. For each program schedule option (day schedule, evening schedule, distance learning schedule, etc.), identify the following, broken down between distance learning and resident training:
 - _____ 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.
 - _____ g. Maximum student:instructor ratio for lecture, lab/practical, and clinic/externship, broken down by distance education and resident training.
 - _____ h. Description of clinic/externship, if applicable.
 - _____ i. Graduation requirements including all academic, attendance, and financial requirements.
- _____ 13. 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 pass rate of graduates on any licensure examination. The address and telephone number of the Maryland Higher Education Commission must be provided in this statement.
- _____ 14. Cost for the programs to include the amount of the:
- _____ a. Application fee;
 - _____ b. Registration or enrollment fee;
 - _____ c. Books and supplies;
 - _____ d. Distance education tuition;
 - _____ e. Resident training tuition;
 - _____ f. Other costs, specifically identified and described. (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. Any direct purchase costs to be assumed by the student for books, supplies, and materials; include distance education technological requirements.
 - _____ h. Total cost
- _____ 15. School's attendance policy that must address items a-through-g below:
- _____ a. Absences, tardiness, and leaving early and how these are determined via distance education.

- _____ b. Make-up work. If a program prepares students for a licensed occupation which requires completion of all program hours, the 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.
- _____ 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 or percentage of absences allowed before a student will be placed on probation or terminated.
- _____ e. Description of the probationary period, if any.
- _____ 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. The school's leave of absence policy. Please 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 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.

_____ 16. The school's policy on student conduct and the conditions for dismissal for unsatisfactory conduct.

_____ 17. The school's policy regarding academic progress to include:

- _____ a. The grading system and the grading scale and how these are determined via distance learning.
- _____ b. Minimum grades considered satisfactory.

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.

- _____ c. The school's policy regarding make up work for both resident training and distance education.
- _____ 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. The action the school will take if a student fails to achieve the minimum academic standards.
- _____ f. Description of the probationary period, if any.
- _____ g. Conditions of re-entrance for students dismissed for unsatisfactory progress.
- _____ h. The grade or grade point average that must be maintained if the student is to graduate.
- _____ i. A statement verifying that the school maintains grade records.
- _____ j. A statement verifying that, on a regular basis which is at least every grading period, the school will record on an approved individual student permanent record form each student's daily attendance and record of academic achievement.

- _____ 18. The school's refund policy which addresses the items listed below and is **consistent** with the **minimum** requirements in the Code of Maryland Regulations. The text quoted below is from the regulations and can be quoted for the school's policy. These are the minimum requirements; the school's policy may certainly exceed them. The refund policy stated in the catalog must be consistent with the language utilized in the enrollment agreement.
- _____ a. If the school closes or discontinues a course 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.
 - _____ 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

_____ 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.

_____ h. REFUNDS AND DISTANCE EDUCATION

_____ 1) Resident Portion: The minimum refund that a school shall pay a student for the resident portion of a distance education program shall follow the refund policy as described in #18a-g, above.

_____ 2) 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 are as follows:

_____ a) 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.

_____ b) The date of withdrawal or termination is the student's last date of attendance. 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.

_____ c) 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 date of the leave of absence.

_____ 19. Description of student services including the nature and extent of placement assistance available to students and/or graduates.

_____ a. Include the manner and extent to which distance education students will be able to access student services.

_____ b. Include a distance education statement that affirms the school's use of adequate provisions and safeguards to ensure the security and integrity of student online testing and evaluation, and that the school adequately provides for the reliability, privacy, safety and security of student information and student financial transactions.

_____ 20. Identification of school-specific student rights, privileges and responsibilities (e.g., parking, transcripts, work-station clean-up, dress code, etc.).

_____ 21. Student grievance procedure, which includes the information that the student has the right to appeal to the Secretary of Higher Education at the Maryland Higher Education Commission concerning school violations of Maryland regulations.

_____ 22. Pages numbered in the school catalog.

_____ 23. Training programs for occupations requiring state licensing must contain the following disclosure statement: *Criminal convictions may affect a student's ability to be licensed.*

Note: Item 24a. – g. applies only to those schools approved for students to receive veterans education benefits. (After a school has been approved and operated for a two-year period, it may elect to apply for and obtain approval from the Maryland Higher Education Commission to offer its students veterans education benefits.)

- _____ 24. VA APPROVED SCHOOLS: For schools approved to offer VA education benefits, the catalog must meet the minimum state requirements outlined above and must also include each item listed below.
- _____ a. On or inside the front cover of catalogs submitted to the Commission, the following statement which must be signed 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 (#12 above) which must indicate that the school will obtain written records on a VA beneficiary’s previous education and experience, complete an evaluation, grant credit where appropriate, and advise the VA claimant and the Department of Veterans Affairs accordingly.
 - _____ 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 grade records and an indication as to when grade reports will be furnished to each student.
 - _____ g. 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.

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.

SCHOOL NAME: _____

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

The following is the enrollment agreement checklist approved by the Secretary in 1998. 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.
 - d. Days required each week.
 - e. Total hours required each week.
 - f. Weeks required to complete the program.
- 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. Disclaimers regarding job placement and salaries.
- 9. Books, supplies, and equipment required for the program. Statement that student may purchase these items either from the school or on the open market.
- 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.
 - c. Distance education tuition and when payable.
 - d. Resident training tuition and when payable.
 - 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. Any direct purchase costs to be assumed by the student for books, supplies, and materials; include distance education technological requirements.
- h. Total cost.

11. Student refunds. The refund policy must be **consistent** with the **minimum** requirements of the Code of Maryland Regulations, which are quoted below. The school may utilize this wording, keeping in mind these are the minimum requirements. The school policy may certainly exceed these. The refund policy stated on the enrollment agreement must be consistent with the language utilized in the catalog.

- a. If the school closes or discontinues a course 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.
- 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:

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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. 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 date of withdrawal or termination is the last date of attendance by the student.
- 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.
 - h. REFUNDS AND DISTANCE EDUCATION
 - 1) Resident Portion: The minimum refund that a school shall pay a student for the resident portion of a distance education program shall follow the refund policy as described in #18a-g, above.
 - 2) 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 are as follows:
 - a) 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.
 - b) The date of withdrawal or termination is the student's last date of attendance. 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.
 - c) 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 date of the leave of absence.
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- 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.

Comments: