



MARYLAND PRIVATE CAREER SCHOOLS NEWSLETTER

Distributed by the Maryland Higher Education Commission

6 N. Liberty Street, 10th Floor, Baltimore, MD 21201 | P: 410-767-3301 | F: 410-332-0270

October 2, 2012

Private Career School Annual Reports

THE MHEC PRIVATE CAREER SCHOOL 2012 ANNUAL REPORT was due from all Maryland private career schools on September 4, 2012. Please remember that updates to placement or licensing information through September 30th for graduates who completed between July 1, 2011 and June 30, 2012, are due as soon as possible and no later than October 12th. Updates must be submitted electronically in the same format as the original submission. Also, please keep in mind that *email is not a secure method of transmission* for sensitive student data. Therefore, electronic updates must be submitted on either a mailed CD, DVD or USB flash drive.

This was the transitional year between hard copy annual reports and electronic annual reports, and while there have been occasional issues, none have been insurmountable. MHEC appreciates all of your efforts to transition to this new method of collection, and we anticipate that next year's collection will go even smoother.

MHEC staff have been very busy reviewing your reports. Our initial electronic review determines whether all of the data you submitted is accurate, is in the correct format, and is complete. This includes making sure the student counts match on Forms 7, 8 and/or 9, and that the financial information on the S-5 and Annual Report are

correct. Many of you have already received emailed feedback requesting revisions, clarifications or corrections. And if you don't hear from us, that's a good thing! We only communicate with schools that warrant follow-up.

The second step in our review process is to review all submitted audited financial statements to determine whether the school meets MHEC's financial viability requirements. In a nutshell, MHEC requires that schools that submit audited financial statements for review meet at least a 1:1 ratio between total current assets and total current liabilities, and show a profit.

Finally, we look at each report individually. Yes, that means manually reviewing the annual reports for all 168 schools and 300+ programs. The feedback you will receive this year stemming from the manual review process will come from your MHEC staff liaison.

That brings us to another news item: we have added a new Education Analyst, Stephanie Baker! As a result, we have re-assigned all private career schools among the three of us: Dean Kendall, Amy Kania, and Stephanie Baker. You will be receiving information on your new, or for some of you, ongoing, MHEC staff liaison.

Words-to-the-Wise



TAKE NOTE

MHEC staff request that you note the following:

1. Please make sure that all of your materials reflect MHEC's correct location: 6 N. Liberty Street, 10th Floor, Baltimore, MD 21201. Our switchboard telephone number is 410-767-3301, and our facsimile number is 410-332-0270.
2. It is no longer sufficient to list in your catalog only MHEC as the State agency available for students to contact regarding school grievances. Each school must also include its accrediting body (if

applicable), its State occupational licensing agency (if applicable), and the Maryland Office of the Attorney General, Consumer Affairs Office, at 200 St. Paul Place, Baltimore, MD 21202 (888-743-0023/410-528-8662). If you have not already done so, please update your catalogs accordingly.

3. As long as we're discussing updates to catalogs, note that "program performance" data for each school is posted on our website. This data shows, if applicable, the past 5 years of performance data per program. Therefore, please include the M H E C w e b s i t e , www.mhec.state.md.us, along with the MHEC address and phone number so that students may search our website without

first calling us.

4. Remember that if you have submitted to MHEC a new school application for another school location, or a new program application, you cannot promote, advertise, or enroll students until you receive the Secretary of Higher Education's formal approval. There are serious consequences for violating this State regulation.

5. Finally, in this economy, unapproved training providers seem to be popping up more frequently. While MHEC staff do what we can to identify them, we cannot be in all places throughout the State. If you see evidence of unapproved training being offered, please contact us!

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