

**Memorandum of Understanding**  
**Procedures for the Inclusion of Postsecondary Career and Technology Education Programs**  
**On Maryland's List of Approved Career and Technology Education Programs**

The Maryland State Department of Education (MSDE), Division of Career Technology and Adult Learning (DCTAL) maintains the "List of Approved Career and Technology Education (CTE) Programs" (hereafter referred to as List A). MSDE/DCTAL will add to List A CTE degree and certificate programs to be offered by community colleges that are approved by the Maryland Higher Education Commission (MHEC). DCTAL's action will occur after MHEC approves new degree and certificate programs to be offered by community colleges in accordance with the Policies and Procedures for Academic Program Proposals and the Code of Maryland Regulations Title 13B.02.03 Maryland Higher Education Commission Academic Programs: Degree-Granting Institutions.

This process applies only when a program is to be added to List A. Programs on List A are eligible for the use of federal funds and may be included in the Local CTE Plan for Program Improvement. Programs on List A are also subject to CTE state and federal accountability requirements under the Carl D. Perkins Career and Technical Education Improvement Act of 2006.

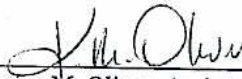
The following steps are required:

- MHEC will send DCTAL a copy of new *career and technology education* program proposals submitted by the community colleges.
- Within 30 days of receipt, DCTAL will acknowledge to MHEC that the program will be added to List A upon MHEC's approval. Based on its normal program approval process, MHEC will inform the community college of the approval or disapproval of the program.
- If approved, MHEC will send a letter to the community college acknowledging the program's inclusion on DCTAL's List A. DCTAL will receive a copy of the letter.
- For degree or certificate programs previously approved by MHEC, the community college president will submit a letter to DCTAL requesting inclusion on List A. Within 30 days of receipt of the request, DCTAL will send a letter to the community college president acknowledging inclusion on List A.
- On an annual basis, MHEC's inventory of approved programs will be available for use by community colleges to verify and report List A programs to MSDE/DCTAL.
- DCTAL and MHEC staff will confer annually to address any necessary revisions with the understanding that either party can propose modifications to this agreement at any time.



George W. Reid, Assistant Secretary  
Division of Planning and Academic Affairs  
Maryland Higher Education Commission

Date: 11-19-08



Katharine M. Oliver, Assistant State Superintendent  
Division of Career Technology and Adult Learning  
Maryland State Department of Education

Date: 10-10-08

**Procedures for the Inclusion of Postsecondary Career and Technology Education Programs  
On Maryland's List of Approved Career and Technology Education Programs**

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This process applies only when a program is to be added to List A. Programs on List A are eligible for the use of federal funds and may be included in the Local CTE Plan for Program Improvement. Programs on List A are also subject to CTE state and federal accountability requirements under the Carl D. Perkins Career and Technical Education Improvement Act of 2006.

**To obtain approval of new CTE degree and certificate programs submitted to MHEC for addition to DCTAL's List A:**

- Community colleges will submit new certificate and degree program proposals to MHEC with a letter from the community college president indicating whether they are to be included on DCTAL's List A. MHEC will send DCTAL a copy of new *career and technology education* program proposals submitted by the community colleges.
- Within 30 days of receipt, DCTAL will acknowledge to MHEC that the program will be added to List A upon MHEC's approval. Based on its normal program approval process, MHEC will inform the community college of the approval or disapproval of the program.
- If approved, MHEC will send a letter to the community college acknowledging the program's inclusion on DCTAL's List A. DCTAL will receive a copy of the letter.
- The MHEC/DCTAL review process must be completed and notification submitted to the community college within 60 days as specified in MHEC's policies.

**Submit existing CTE certificate or degree programs to MSDE/DCTAL for addition to List A:**

- For degree or certificate programs previously approved by MHEC, but not currently on List A, the community college president will submit a letter to DCTAL requesting the program's inclusion on List A. Included with the letter will be an official description of the program and the courses to be offered (this information can be copied from the college catalog). Within 30 days of receipt of the request, DCTAL will send a letter to the college president acknowledging the program's inclusion on List A.
- Programs will be added to List A effective on the date of the approval letter.
- Community college CTE representatives will annually verify the list of postsecondary CTE programs to be included on List A using MHEC's inventory of approved programs and report the results to MSDE/DCTAL.

Please send information to:

Jeanne-Marie S. Holly, Program Manager  
CTE Systems Branch  
Maryland State Department of Education  
Division of Career Technology and Adult Learning  
200 West Baltimore Street  
Baltimore, MD 21201-2595  
Telephone: 410-767-0182  
Email Address: [jmholly@msde.state.md.us](mailto:jmholly@msde.state.md.us)

Please refer questions to:

Nancy Hauswald, CTE Regional Coordinator  
CTE Systems Branch  
Maryland State Department of Education  
Division of Career Technology and Adult Learning  
200 West Baltimore Street  
Baltimore, MD 21201-2595  
Telephone: 410-767-0175  
Email Address: [nhauswald@msde.state.md.us](mailto:nhauswald@msde.state.md.us)