





Karen B. Salmon, Ph.D.
State Superintendent of Schools

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD • marylandpublicschools.org

TO: Community College Career and Technology (CTE) Contacts

FROM: Lynne M. Gilli, Ed.D.  Assistant State Superintendent
Career and College Readiness
Maryland State Department of Education

Emily Dow, Ph.D.  Assistant Secretary/Director
Department of Academic Affairs
Maryland Higher Education Commission

DATE: June 14, 2017

SUBJECT: Updated Memorandum of Understanding (MOU) - Postsecondary Career and Technology Education (CTE) Program Proposal List A Approval Process

The purpose of this memo is to share the updated process for adding postsecondary Career and Technology Education (CTE) programs to List A, the Maryland State Department of Education's (MSDE) list of approved CTE programs. The Division of Career and College Readiness (DCCR) at MSDE is responsible for the administration of the federal funds distributed under the Carl D. Perkins Career and Technical Education Improvement Act of 2006 to eligible local recipients consisting of Maryland local school systems and community colleges.

Before a postsecondary institution can expend federal funds for eligible degree and Lower Division Certificate (LDC) programs, the programs must be approved by the Maryland Higher Education Commission (MHEC) and added to the MSDE's List A. Once added, these programs can be included in the Local Perkins Plan for Program Improvement.

Attached is the MOU outlining the updated procedures agreed upon by MHEC and MSDE for inclusion of CTE degree and Lower Division Certificate (LDC) programs on List A. The updated process is more streamlined and efficient.

If you have any questions, please refer them to Ms. Nancy Hauswald, CTE Regional Coordinator at (410) 767-0175 or e-mail nancy.hauswald@maryland.gov.

Attachments

LMG:NH:dw

c: CTE Leadership Team

**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 and College Readiness (DCCR) maintains the "List of Approved Career and Technology Education (CTE) Programs" (hereafter referred to as List A). CTE degree and Lower Division Certificate programs offered by community colleges and approved by the Maryland Higher Education Commission (MHEC) will be added to MSDE's List A. DCCR's action will occur after MHEC approves new degree and Lower Division 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 when any 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 and any subsequent federal laws.

The following steps are required:

- When a CTE program or Lower Division Certificate has been approved by MHEC, the postsecondary CTE contact sends DCCR a copy of the MHEC approval letter with a request to add the program to List A.
- Within 10 days of receipt, DCCR will acknowledge to the postsecondary CTE contact that the program has been added to DCCR's List A.
- For degree or Lower Division Certificate programs previously approved by MHEC, the community college's postsecondary CTE contact will submit a copy of the MHEC approval letter to DCCR requesting inclusion on List A. Within 10 days of receipt of the request, DCCR will send a communication to the community college postsecondary CTE contact acknowledging the program's 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/DCCR.
- DCCR 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.



Emily A. Dow, Ph.D.
Assistant Secretary/Director
Department of Academic Affairs
Maryland Higher Education Commission



Lynne M. Gilli, Ed.D.
Assistant State Superintendent
Division of Career and College Readiness
Maryland State Department of Education

Date: June 5, 2017

Date: June 8, 2017