



MARYLAND STATE DEPARTMENT OF EDUCATION

Division of Educator Certification and Program Approval
Nonpublic School Approval Branch

STEPS IN THE APPROVAL PROCESS

Educational Programs in Nonpublic Schools and Child Care and Treatment Facilities COMAR 13A.09.10

Application Phase

- The applicant must contact the Director, Program Approval, at (410) 767-0407 for information regarding approval.
- At least six (6) months before operation of a Type I educational program, the applicant must submit:
 - a written description of the proposed education program;
 - the summary of discussions with the local school system (LSS) regarding the need for the program;
 - zoning approval;
 - the name and certification of the Education Director.
- The Nonpublic School Approval Specialist assigned to the school meets applicant to provide orientation to the regulations and provide all required forms and guidance in the development of an acceptable application.
- The applicant forwards the completed application and required documentation to the Nonpublic School Approval Specialist not later than **May 1** for a September opening date, and not later than **September 1** for a January opening date.
- The Nonpublic School Approval Specialist reviews the application and contacts the applicant regarding any areas that may not be in compliance with the regulations.

Initial Onsite Monitoring Visit

- When the Nonpublic School Approval Specialist and the Director, Program Approval, determine that all items required in the application are in compliance with the regulations, an initial onsite monitoring visit is conducted to determine onsite compliance with the regulations.

Letter of Tentative Approval Issuance

- When the application and initial onsite monitoring visit result in findings of compliance, a recommendation is made to the Assistant State Superintendent, Division of Educator Certification and Program Approval that Tentative Approval be issued. ***A Letter of Tentative Approval must be obtained prior to implementation of the educational program.***

Ongoing Onsite Monitoring

- The Nonpublic School Approval Specialist conducts an onsite monitoring visit within six (6) months after the school is in operation to determine ongoing compliance with the regulations.
- The Nonpublic School Approval Specialist monitors the school within one (1) year of issuance of Tentative Approval to determine if a recommendation can be made to the State Board of Education that a Certificate of Approval be issued or that Tentative Approval should be extended for another year.

Certificate of Approval Issuance

- The State Board of Education issues a Certificate of Approval when the school has shown an ongoing pattern of compliance with COMAR 13A.09.10.