

SOLICITATION OF MARYLAND STUDENTS FOR ENROLLMENT
BY OUT-OF-STATE PRIVATE CAREER SCHOOLS

If an institution is an out-of-state non-degree granting private career school, Maryland law requires that any school personnel who enter Maryland to recruit students for enrollment must first obtain a Solicitor's Permit.

Annotated Code of Maryland: § 11-402
Code of Maryland Regulations: 13B.01.01.19

1. "School" means a (postsecondary) private career school located outside the State.
 - In Maryland, a "private career school" is exclusively a non-degree granting postsecondary institution. It is a privately owned and operated institution of postsecondary education, other than an institution of higher education, that furnishes or offers to furnish programs, whether requiring a payment of tuition or a fee, for the purpose of training, retraining, or upgrading individuals for gainful employment.
 - "Outside the State" means that the school has no physical presence in Maryland. This is not to be confused with what are referred to as MHEC approved "Out-of-State Institutions" which have a physical presence in Maryland but are headquartered elsewhere.¹

2. "Solicitor" means a person engaged in the business, for compensation, of soliciting or offering to solicit students in Maryland to enroll in or apply for a program offered by a school outside the State.
 - This applies to individuals representing out-of-state non-degree granting private career schools who are in Maryland for the purpose of enrolling students.
 - Institutional representatives attending college fairs held solely for *information purposes* do not need to carry Solicitor's Permits.
 - Solicitor's Permits are issued under the name and address of the representative and are therefore unique to each solicitor.
 - There is no school-wide permit to cover a general pool of solicitors.
 - Should one solicitor represent more than one institution, then s/he will have a unique permit for each institution.
 - The permit, which displays unique information about each solicitor and a color photograph, lists the lengths and costs of all programs at the institution under which the solicitor is enrolling students.

3. Permits expire annually on June 30th.
 - Solicitor's Permits are issued for one fiscal year and must be renewed yearly.
 - The annual permit fee is \$25 per solicitor and \$25 per institution.

¹ COMAR 13B.02.01.03B(13): "Out-of-State Institution" means a degree-granting institution whose primary campus exists outside of Maryland and the authority to grant degrees is conferred by another state.