Process for Adding Postsecondary Certificate/Degree Programs
Maryland State Department of Education (MSDE)
List of Approved Programs (List A)

Programs on List A are eligible for the use of federal funds and may be included in the Local Career and Technology Education (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.** You may request to add a degree or certificate CTE program at any time.

To add a new degree or certificate program to MSDE's List A:

- Email Jeanne-Marie Holly (jeanne-marie.holly@maryland.gov) and Nancy Hauswald (nancy.hauswald@maryland.gov) a copy of the MHEC approval letter for a new *career and technology education* program along with a request to add it to MSDE's List A. This request should be copied to the appropriate college dean and/or the college president.

- Once MSDE has added the program, a notification email will be sent to the college president and/or dean and copied to the Perkins contact. This notification will be sent no later than two weeks after the initial request has been received and documented.

For degree or certificate programs previously approved by MHEC:

- Email Jeanne-Marie Holly and Nancy Hauswald a request to add an existing CTE program to MHEC's List A. This request should also be copied to the appropriate college dean and/or the college president.

- If the program appears on MHEC's program list posted on their website, no further documentation is needed, and the program will be added to List A. Notification of the program or certificate addition will be sent to the college dean and/or the college president and copied to the Perkins contact no later than two weeks after the initial request was received and documented

- If the program does not appear on MHEC's posted list, please send a copy of the MHEC approval letter to Jeanne-Marie Holly and Nancy Hauswald with a request to add the existing CTE program to List A. This request should also be copied to the appropriate college dean and/or the college president.

- Once MSDE has added the program, a notification email and an updated List A spreadsheet will be sent to the college dean and/or the college president and copied to the Perkins contact. This notification will be sent no later than two weeks after the request has been received and documented.

- Please remember Areas of Concentration (AOC) are not listed separately on MSDE's List A. If an AOC's CIP appears on a college's List A, the AOC is automatically approved and eligible to use federal funds under the State Plan for Career and Technology Education and the **Carl D. Perkins Career and Technical Education Improvement Act of 2006.**

- **List A Verification occurs each September.**

- **If you have additional questions, please contact your CTE Regional Coordinator**

THANK YOU!