

Frequently Asked Questions

The Maryland Consolidated Perkins and Methods of Administration (MOA) Career and Technical Education (CTE) Monitoring Reviews

1) What are the federal civil rights laws, regulations and guidelines with which CTE Programs must comply?

All educational institutions that receive federal funds and implement CTE programs are required to adhere to requirements under the Methods of Administration program and Perkins V. Adherence to the following laws and regulations are required:

[Carl D. Perkins Strengthening Career and Technical Education in the 21st Century Act \(Perkins V\)](#)

[Guidelines for the Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs \(MOA Guidelines\) \(34 C.F.R. Part 100, Appendix B\)](#)

[Title VI of the Civil Rights Act of 1964 \(34 C.F.R. Part 100\)](#)

[Title IX of the Education Amendments of 1972 \(34 C.F.R. Part 106\)](#)

[Section 504 of the Rehabilitation Act of 1973 \(34 C.F.R. Part 104\)](#)

[Title II of the Americans with Disabilities Act of 1990 \(28 C.F.R. Part 35\)](#)

2) What do I need to do if selected for a Consolidated Perkins & MOA Monitoring Review?

Educational institutions selected for a virtual or on-site Consolidated Perkins & MOA Monitoring Review will be notified at least 90 days in advance. Identification of the facilities (if applicable) and documents to be reviewed as well as an explanation of the virtual or on-site review process will be provided in a detailed notification letter. The notification will be mailed to the local school system superintendent/college president/state-operated executive administrator and the CTE director/coordinator.

3) What is the compliance review process?

Each year, the Division of Career and College Readiness (DCCR) will release the list of educational institutions identified for on-site and virtual reviews for the following school/program year. Educational institutions identified through the selection plan must demonstrate compliance based on established criteria for Perkins and MOA compliance reviews. Institutions will be required to collect and submit evidence/documentation for all review criteria areas to DCCR at least

thirty days prior to the virtual or on-site review. Refer to the [Consolidated Perkins and MOA Monitoring Technical Assistance Manual](#) for more information on the compliance review process. For more information on the established criteria for Perkins & MOA, refer to either the [Consolidated Perkins and MOA Compliance Review Criteria Document for Local Schools Systems and Community Colleges](#) or [Consolidated Perkins and MOA Compliance Review Criteria Document for Juvenile Services Education and Adult Correctional Education](#).

4) What will happen during the virtual review process and after?

Virtual compliance reviews will require virtual interviews and submission of evidence by the educational institution to the DCCR demonstrating that all criteria have been met. The review team will carefully review all of the evidence/documentation submitted to determine if there are any areas in which the institution was non-compliant with federal civil rights laws and/or regulations. A Letter of Findings (LOF) will be issued to the Superintendent, Chief Executive Office, College President, or State-Operated Program Executive Administrator within 30 days of the completion of the virtual review. The Letter of Findings will describe in detail any areas of non-compliance that were found, specify the necessary corrective actions to be taken, and/or confirm areas reviewed that were compliant. In response to the LOF, the educational institution is required to produce a Consolidated Perkins & MOA compliance plan indicating a timeline and action plan for the correction of all non-compliant findings.

5) What will happen during the on-site review process and after?

On-site compliance reviews will require on-site interviews and submission of evidence by the educational institution to the Division of Career and College Readiness demonstrating that all criteria have been met. The DCCR review team will conduct an initial meeting with the institution's point of contact (POC) and their monitoring review team. After the review team examines the documents provided, on-site interviews of administrative staff, teachers/instructors, and students will be conducted along with an exit meeting to discuss preliminary findings. Additionally, an on-site accessibility review of all facilities at all schools will be conducted. A Letter of Findings (LOF) will be issued to the Superintendent, Chief Executive Office, College President, or State-Operated Program Executive Administrator within 30 days of the completion of the on-site review. The Letter of Findings (LOF) will describe in detail any areas of non-compliance that were found, specify the necessary corrective actions to be taken by the educational institution, and/or confirm all areas reviewed that were compliant. In response to the LOF, the institution is required to produce a Consolidated Perkins & MOA compliance plan indicating a timeline and action plan for the correction of all non-compliant findings.

6) What is a desk audit and when will it occur?

As part of the virtual or on-site review a desk audit will be conducted. The purpose of the desk audit is to review all evidence/documentation that demonstrates compliance of review criteria prior to the virtual or on-site review interviews. Educational institutions will be required to submit Perkins and MOA review documentation, using the Perkins & MOA Review Criteria Lists for [Local School Systems and Community Colleges](#) or [Juvenile Services and Adult Correctional Education](#), to the Division of Career and College Readiness, for a desk audit, at least 30 days prior to the virtual or on-site review. Refer to the timeline of the monitoring process in the [Consolidated Perkins and MOA Monitoring Technical Assistance Manual](#).

7) What facilities will be reviewed?

For on-site reviews, the DCCR review team's accessibility specialist will review all areas of the school/facility/college campus required for educational program access. The review may include classrooms, libraries, cafeterias, resource rooms, counseling and administrative offices, lavatories, parking areas, building entrances, hallways, as well as CTE program areas and other areas as determined. For virtual reviews, the educational institution will complete the Consolidated Perkins & MOA Monitoring Plan facility accessibility evaluation (**Appendix K in the [Consolidated Perkins and MOA Monitoring Technical Assistance Manual](#)**) and submit it during the desk audit. The purpose of the facility review is to assure that CTE programs of study and other activities are accessible to, and usable by, persons with disabilities, and that equal educational opportunity is provided.

8) How are educational institutions selected for virtual and on-site reviews?

The Division of Career and College Readiness' state monitoring selection plan identifies the information and procedures used to select systems for review. Refer to [Consolidated Perkins and MOA Monitoring Technical Assistance Manual](#) for more information about the selection plan.

9) How much notice will an educational institution receive prior to a virtual or on-site review?

Educational institutions will receive a Consolidated Perkins & MOA Monitoring Review notification letter from the Division of Career and College Readiness (DCCR). The notification letter will be sent to the Superintendent, College President or State-Operated Program Executive Administrator at least 90 days prior to a compliance review.

10) How should I prepare for a virtual or on-site review?

We encourage educational institutions to identify a point of contact (POC) to coordinate the monitoring review as well as convene a Consolidated Perkins & MOA Monitoring Review Team which may include: local school system superintendent/community college administration official/state-operated program executive administrator, CTE Director/Coordinator/ Administrator, Director of Counseling, Director of Special Education, Case Managers, Title IX Officer, Section 504/Title II Officer, Director of EL/ESOL Services, Director of Facilities/Physical Plant, etc. Refer to the [How to Prepare for the Consolidated Perkins & MOA Monitoring Review](#) document for more detailed information.

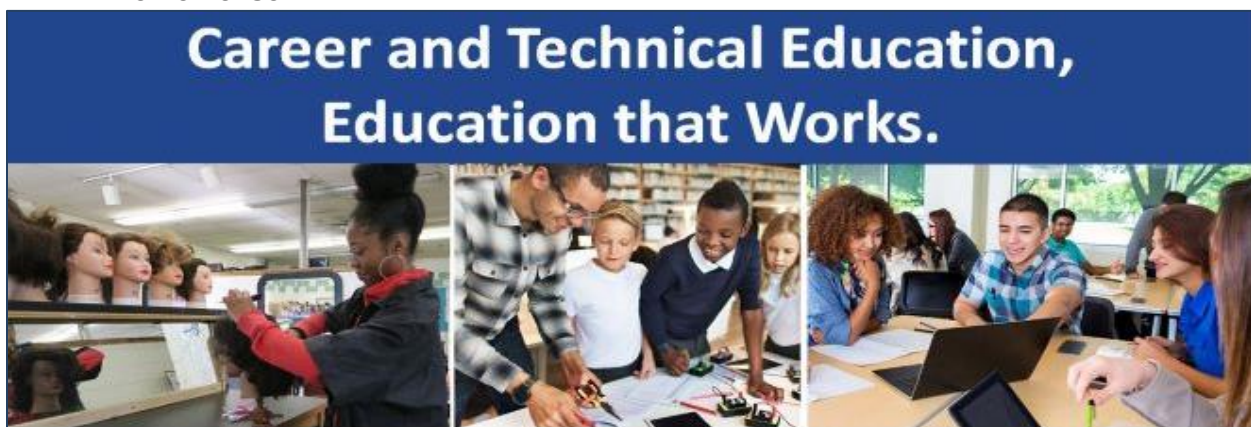
11) Who should I contact if I have questions about the monitoring review process?

All questions and inquiries should be directed to Dr. China Wilson. Dr. Wilson leads all technical assistance and facilitation of compliance reviews. Please refer to **Appendix A** in the [Consolidated Perkins and MOA Monitoring Technical Assistance Manual](#) for a list of personnel that support facilitation of compliance reviews in school systems and community colleges. The facilitation of compliance reviews of state-operated programs are supported by Dr. Nicassia Belton and Ms. Nina Roa.

For further information, please contact:

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