

## Steps in the Maryland Consolidated Perkins and Methods of Administration (MOA) Career and Technical Education (CTE) Monitoring Review Process

- 1. Educational Institution will receive Consolidated Perkins & MOA Monitoring Review notification letter** from 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 compliance review.
- 2. Educational Institution will provide the name and contact information of the person(s) of contact (POC)** coordinating the Consolidated Perkins & MOA Monitoring Review to: Dr. China Wilson, Equity & Civil Rights Compliance Specialist, 410-767-0180, [china.wilson@maryland.gov](mailto:china.wilson@maryland.gov)
- 3. Educational Institution's POC(s) will 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 English Learners (EL)/English for Speakers of Other Languages (ESOL) Services, Director of Facilities/Physical Plant, etc. to assist in the coordination of the monitoring review.
- 4. Educational Institution will collect evidence and documentation for all criteria areas** and organize documents by category and Consolidated Career and Technical Education Plan (CCTEP) title for each criteria area listed on 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](#).
- 5. Educational Institution will be required to submit Perkins and MOA Review documentation** to the Division of Career and College Readiness at least 30 days prior to their virtual or on-site review. Documents must be submitted using a document submission link provided by DCCR.
- 6. The DCCR review team will carefully review all of the evidence/documentation submitted** to determine if there are any areas in which the Educational Institution was non-compliant with federal civil rights laws and/or regulations.

The following steps are for Virtual Reviews:

**7. *The Educational Institution's Consolidated Perkins & MOA Monitoring Team will select and manage coordination of applicable virtual interview groups*** for the Consolidated Perkins & MOA Monitoring Review:

- Local School System Central Office Personnel/High School Principals; College Administration and Student Services Personnel.
- CTE Teachers/CTE College Faculty, School/Case Managers/College Counselors/Counseling Staff
- CTE Students
- State-Operated Program Personnel/Partnering Agencies

The following steps are for On-Site Reviews:

**8. *Educational Institution will schedule dates and times*** for DCCR's Consolidated Perkins & MOA review team to conduct on-site monitoring interviews and facilities accessibility reviews.

**9. *The Educational Institution's Consolidated Perkins & MOA Monitoring Team will select and manage coordination of applicable on-site interview groups*** for the Consolidated Perkins & MOA Monitoring Review:

- Local School System Central Office Personnel/High School Principals; College Administration and Student Services Personnel.
- CTE Teachers/CTE College Faculty, School/Case Managers/College Counselors/Counseling Staff
- CTE Students
- State-Operated Program Personnel/Partnering Agencies

**10. *DCCR review team will provide a brief on-site overview of any significant findings*** identified during review of the documents provided to DCCR as evidence of Perkins and civil rights compliance and request any additional required documentation.

**11. *Educational Institution will participate in brief exit discussion*** at conclusion of monitoring interviews to hear preliminary findings.

Upon completion of Virtual Review or On-Site Review:

**12. *Educational Institution will receive formal written Letter of Findings (LOF)*** sent to Superintendent, College President or State-Operated Program Executive Administrator within 30 days of conclusion of virtual or on-site visit.

13. **Educational Institution will provide a written Consolidated Perkins & MOA Compliance Plan** addressing all identified non-compliant corrective actions within 60 days of receipt of the LOF.
14. **Educational Institution will respond to periodic monitoring requests** providing updates on corrective actions listed in the Consolidated Perkins & MOA Compliance Plan.
15. **Educational Institution will submit verifiable documentation of final completion** of all required corrective actions once all of the corrective action items in the LOF have been fully addressed and completed.
16. **Educational Institution will receive closeout letter** from DCCR sent to the Superintendent, College President or State-Operated Program Executive Administrator upon verification of completion of the Consolidated Perkins & MOA Compliance Plan.

**For further information, please contact:**

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