

Maryland PEP Approval Process



PEP Creation

Institution contacts MD DPSCS Director of Education to review the PEP they are interested in offering. The Director provides the Institution with labor market data in order to collaborate and determine what program will benefit the students, DPSCS, and Institution. The Director will send a Conditional Letter of Approval to the Institution and MHEC detailing the agreed upon program.



MHEC

Once MHEC has the conditional letter of approval from DPSCS, the Institution may submit their application to MHEC for site approval. MHEC will not approve an Institutions PEP application without this letter.



MACPEP

Once the Institutions MHEC application is approved, it may submit a PEP application to the MD DPSCS Advisory Committee on Prison Education Programs (MACPEP). The committee meets quarterly to approve all PEP applications received throughout the quarter. The Institution will work with the committee chair, the DPSCS Director of Education, to submit and receive approval.



MOU/MSCHE Collaboration

Once the Institution has received approval from MACPEP, the MOU process with DPSCS can begin. This is a lengthy process that can take up to 4 months to complete. After MOU completion, the Institution may apply to the Middle States Commission on Higher Education (MSCHE) for PEP accreditation approval. MSCHE will need to see the MOU in order to approve a PEP application



Initial PEP Approval

Once all entities have approved the Institutions PEP applications, the Institution must apply to the US Department of Education (ED) for PEP approval. Once all approvals are received, the DPSCS Director of Education and a representative from the correctional facility will meet with the Institution to begin implementing the MOU.



1 Year Evaluation

One year after implementation, the Advisory Committee will meet with the DPSCS Director to determine if the PEP is operating in the best interest of students, based on the ED Best Interest Determination (BID) criteria in order for the institution to make improvements before the required BID in year two.



2 Year BID

At the two year mark, through data collection and student/instructor surveys, MACPEP will meet to determine if the Institution has acted in the best interest of the students and if the institution will be allowed to continue past the 2 year pilot or if a Teach-Out Plan is needed. The decision will be discussed with all parties, including ED.

Stakeholder Advisory Committee

The following members serve on the **Maryland Advisory Committee on Prison Education Programs (MACPEP)**:

- 2 Previously incarcerated individuals who were enrolled and/or completed a higher education program while incarcerated; 1 of which is the Executive Director of an organization representing incarcerated individuals (From Prison Cells to PhD)
- 1 Currently incarcerated college student
- The Assistant Secretary of the Maryland Higher Education Commission (MHEC)
- The President of the Middle States Commission on Higher Education (MSCHE)
- The Academic Coordinator for the MD Labor Correctional Education Division
- A representative from the Maryland Longitudinal Data Systems Center (MLDSC)
- An Assistant Warden from an MD state prison that offers higher education
- The DPSCS Director of Education (committee chair)
- The DPSCS Executive Director of Reentry Services
- The DPSCS Assistant Secretary of Programs, Treatment, and Re Entry Services



Maryland Department of Public Safety and Correctional Services