



Lillian M. Lowery, Ed.D.  
State Superintendent of Schools

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**TO:** Members of the State Board of Education  
**FROM:** Lillian M. Lowery, Ed.D. *L. Lowery*  
**DATE:** February 24, 2015  
**SUBJECT:** COMAR 13A.03.04  
Test Administration and Data-Reporting Policies and Procedures  
**ADOPTION OF AMENDED REGULATIONS**

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**PURPOSE:**

The purpose of this action is to seek the adoption COMAR 13A.03.04 Test Administration and Data-Reporting Policies and Procedures as amended. (Attachment I)

**SUMMARY:**

On October 8, 2014 the Chief Academic Officer and a representative from the Division of Curriculum, Assessment and Accountability presented to the State Board two amendments to COMAR 13A.03.04: Test Administration and Data-Reporting Policies and Procedures. The first proposed amendment updates COMAR 13A.03.04.01 to include the current assessments used by the State. The second proposed amendment updates COMAR 13A.03.04.03 to allow for the electronic archival of paper documents. The State Board granted permission to publish the proposed amended regulations.

The proposed action was printed in the Maryland Register on December 26, 2014. Opportunities to provide public comment on the proposed amended regulations were provided. The Department of Legislative Services provided comment suggesting, in addition to citing section 2-205 of the Education Article as statutory authority, to also include section 7-203 of the Education Article. Upon confirmation that the proposed amendments meet the requirements set forth in section 7-203, the notation was added. No other comments were received.

**ACTION:**

I am recommending State Board adoption of COMAR 13A.03.04 Test Administration and Data-Reporting Policies and Procedures as amended.

Attachment



- (6) Income that:
  - (a) Could result in the recipient's eligibility for the [ (i) Medical Assistance Program; or (ii) Maryland Pharmacy Assistance Program; or] (b) (text unchanged)
- (7) (text unchanged)
- B.—E. (text unchanged)

Benefit (+) Cost (-)	Magnitude
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- D. On regulated industries or trade groups: NONE
- E. On other industries or trade groups: NONE
- F. Direct and indirect effects on public: NONE

**III. Assumptions.** (Identified by Impact Letter and Number from Section II.)

C. The proposed action may have some economic impact on local school systems that choose to switch to electronic storage of records.

**Economic Impact on Small Businesses**

The proposed action has minimal or no economic impact on small businesses.

**Impact on Individuals with Disabilities**

The proposed action has no impact on individuals with disabilities.

**Opportunity for Public Comment**

Comments may be sent to Douglas A. Strader, Director, Planning and Assessment Branches, Maryland State Department of Education, Division of Curriculum, Assessment and Accountability, 200 West Baltimore Street, Baltimore, Maryland 21201, or call 410-767-0048 (TTY 410-333-6442), or email to douglas.strader@maryland.gov, or fax to 410-333-2017. Comments will be accepted through January 26, 2015. A public hearing has not been scheduled.

**Open Meeting**

Final action on the proposal will be considered by the Maryland State Board of Education during a public meeting to be held on February 24, 2015, 9 a.m., at 200 West Baltimore Street, Baltimore, Maryland 21201.

**.01 Scope.**

- This chapter applies to:
- A. Tests administered by or through the State Board of Education including but not limited to:
    - (1) The [norm-referenced test or tests in use by the State] *Partnership for Assessment of Readiness for College and Career (PARCC) Assessments*;
    - (2) The Maryland [Functional Testing Program] *School Assessment (Science)*;
    - (3) The *Alternate Maryland School Assessment (Science)*;
    - (4) The *Alternate Maryland School [Assessment] Assessments (Reading and Mathematics)*, which will be replaced by the *National Center and State Collaborative Assessments for Reading and Mathematics in school year 2016–2017*;
    - (5) *The Maryland High School Assessments (Government and Science)*;
    - [(5)] (6) The [High School Equivalency Program Test (GED)] *Kindergarten Readiness Assessment*;
    - [(6)] (7) [Teacher Certification Tests] *The norm-referenced test or tests in use by the State*;
    - [(7)] (8) [High School Assessment Tests] *The Educator Credentialing Tests*; and
    - [(8)] (9) (text unchanged)
  - B.—C. (text unchanged)

**.03 Local School System Test Administration and Data-Reporting Policies.**  
A.—D. (text unchanged)

**.16 Program Termination.**

- A. If monies received by the Department under [Title II] *Part B* of the federal Ryan White CARE Act are not [available] *sufficient* to fund MADAP-Plus, the Department may terminate MADAP-Plus.
- B. (text unchanged)

JOSHUA M. SHARFSTEIN, M.D.  
Secretary of Health and Mental Hygiene

# Title 13A

## STATE BOARD OF EDUCATION

### Subtitle 03 GENERAL INSTRUCTIONAL PROGRAMS

#### 13A.03.04 Test Administration and Data-Reporting Policies and Procedures

Authority: Education Article, §§2-205 and 7-203, Annotated Code of Maryland

**Notice of Proposed Action**  
[14-393-P]

The Maryland State Board of Education proposes to amend Regulations .01 and .03 under COMAR 13A.03.04 *Test Administration and Data-Reporting Policies and Procedures*. This action was considered by the Maryland State Board of Education at their meeting on October 28, 2014.

**Statement of Purpose**

The purpose of this action is to include the current assessments used by the Maryland State Department of Education.

**Comparison to Federal Standards**

There is no corresponding federal standard to this proposed action.

**Estimate of Economic Impact**

**I. Summary of Economic Impact.** Local school systems that choose to adopt an electronic storage system may incur some costs associated with the transition to electronic storage if they do not already have such a system in place. These costs may be offset, in part, by savings from eliminating paper storage. Whether to pursue electronic storage is a discretionary decision on the part of local school systems.

II. Types of Economic Impact	Revenue (R+/R-)	Magnitude
	Expenditure (E+/E-)	
A. On issuing agency:	NONE	
B. On other State agencies:	NONE	
C. On local governments:	(E+)	Unknown

*E. Electronic Archival of Documents. Each local school system may develop and adopt policies and procedures for the secure electronic archival of paper documents.*

LILLIAN M. LOWERY, Ed.D.  
State Superintendent of Schools

**Subtitle 14 CHILD AND FAMILY DAY CARE**

**13A.14.08 Child Care Training Approval**

Authority: Family Law Article, [§5-573] §§5-551 and 5-573, Annotated Code of Maryland

**Notice of Proposed Action**  
[14-392-P]

The State Superintendent of Schools proposes to amend Regulations .01—.07 under COMAR 13A.14.08 Child Care Training Approval.

**Statement of Purpose**

The purpose of this action is to clarify certain definitions of terms; requirements for applying for approval; criteria for maintaining approval status; and administrative responsibilities of approved trainers.

**Comparison to Federal Standards**

There is no corresponding federal standard to this proposed action.

**Estimate of Economic Impact**

The proposed action has no economic impact.

**Economic Impact on Small Businesses**

The proposed action has minimal or no economic impact on small businesses.

**Impact on Individuals with Disabilities**

The proposed action has no impact on individuals with disabilities.

**Opportunity for Public Comment**

Comments may be sent to Angeline Bishop-Oshoko, Manager, Child Care Credentialing Branch, Maryland State Department of Education, Division of Early Childhood Development, 200 W. Baltimore Street, Baltimore, Maryland 21201, or call 410-767-6916 (TTY 410-333-6442), or email to [angeline.bishop-oshoko@maryland.gov](mailto:angeline.bishop-oshoko@maryland.gov), or fax to 410-333-6226. Comments will be accepted through January 26, 2015. A public hearing has not been scheduled.

**.01 Scope.**

A. This chapter governs the process by which an individual or organization may be approved to offer and conduct training required by COMAR 13A.15 [and 13A.16], 13A.16, 13A.17, and 13A.18.

B. (text unchanged)

**.02 Definitions.**

A. (text unchanged)

B. Terms Defined.

(1) (text unchanged)

(2) "Applicant" means an individual or organization applying for or approved by the Office to offer training for family [day] child care providers and child care center staff.

(3)—(11) (text unchanged)

(12) "Office" means the Office of Credentialing under the Office of Child Care, *Division of Early Childhood Development*, State Department of Education.

(13) "Online training" means instruction delivered over the Internet.

[(13)] (14) (text unchanged)

[(14)] (15) "Preservice training" means course work required at COMAR 13A.16.06 for *child care center* teachers and [child care center] directors.

[(15)] (16)—[(16)] (17) (text unchanged)

**.03 Requirement to Be Approved.**

A.—B. (text unchanged)

C. Preservice training shall be offered only by:

(1) (text unchanged)

(2) An organization or individual approved to offer core of knowledge training by the Office.

D.—F. (text unchanged)

**.04 Application for Approval.**

A. Initial Application. An organization or individual that is not currently approved to provide training to child care providers in Maryland shall:

(1) File with the Office a written application, on a form provided by the Office, and all required information, including:

(a) A completed workshop proposal form, [supplied] provided by the Office, for each workshop to be offered;

(b) A detailed plan of instruction, which includes:

(i) (text unchanged)

(ii) A course syllabus or [workshop] training outline that includes time frames for topics covered;

(iii)—(vi) (text unchanged)

(c)—(e) (text unchanged)

(f) Documentation that each trainer meets the requirements of Regulation [.07].05 of this chapter;

(g)—(h) (text unchanged)

(2) Attend an orientation session offered by the Office to become acquainted with this chapter before submitting an initial application;

(3)—(5) (text unchanged)

B. (text unchanged)

C. Response of the Office.

(1)—(2) (text unchanged)

(3) If the Office denies an application [under §C(1) and (2)] pursuant to §C(2)(b) of this regulation, the Office shall notify the applicant in writing of the denial stating:

(a)—(d) (text unchanged)

**.05 Trainer Requirements.**

A. Each individual, including an individual who provides training for an organization, applying to offer preservice or core of knowledge training shall have:

(1) Attained [an associate's,] a bachelor's, master's, or doctoral degree from an accredited college or university in:

(a)—(h) (text unchanged)

(2)—(4) (text unchanged)

B. Each individual, including an individual who provides training for an organization, applying to offer continued training shall have at least one of the following:

(1)—(4) (text unchanged)

C. (text unchanged)

D. Each individual, including an individual who provides training for an organization, who becomes approved to offer preservice, continued, or core of knowledge training shall [document completion, within the initial 4-year period of approval and each subsequent 4-year period of approval, 12 clock hours of approved training related to]:

[(1)] The training of adults; or

(2) The discipline for which the individual is approved.]

(1) Attend at least two quarterly training meetings, held by the Office, per year; and