

assists the local school systems and other divisions of the State Department of Education in the design and carrying out of research projects and special studies concerning the condition and needs of public education in Maryland (Code 1957, Art. 77, secs. 34, 47).

Division of Administration and Finance

In the area of administration, this Division is responsible for departmental office and personnel supervision, and for administering the State programs for State aid, public school transportation, school plant planning, and school lunch and donable foods.

The finance section of the Division prepares and administers the annual State public school departmental budgets. It maintains budget and accounting records and distributes funds made available to the local school systems by the State and Federal governments. In addition, this unit provides auditing and fiscal advice to the local school systems (Code 1957, 1965 Supp., Art. 77, secs. 29, 33, 217-233).

Division of Certification and Accreditation

The Division of Certification and Accreditation accredits all Maryland schools and colleges, public and private. The Division issues teacher certificates to the professional and academic staffs of the public and private institutions below college level. It licenses and inspects Maryland trade and vocational schools and administers the testing program for the issuance of high school equivalence certificates. The Division also performs the staff work necessary to carry out the legal responsibilities of the State Board of Education and the State Superintendent of Schools in the field of higher education. Among these activities are: (a) the development of standards for the accreditation of two-year and four-year colleges and for the approval of institutions to offer teacher education programs; (b) leadership in the improvement of teacher education programs; (c) consultant services to institutions of higher education and to local groups interested in the establishment of college-level programs; and (d) leadership in the development of broad programs in the public community colleges (Code 1957, 1965 Supp., Art. 77, secs. 24, 25, 30, 31, 41, 99-107, 300, 304, and 310-318).

Division of Library Extension

The Division of Library Extension, established within the State Department of Education by the General Assembly of 1945, exercises supervision over school libraries and public libraries operating under the State-Aid Act of 1945. The Division makes available professional advice and assistance to all school and public libraries. It administers State and federal funds made available for public school library purposes (Code 1957, 1965 Supp., Art. 77, secs. 177-201).

Division of Vocational Rehabilitation

The Division of Vocational Rehabilitation, established by the General Assembly of 1929, administers the Federal Civilian Rehabilitation Act, and the funds provided by it, within the State of Maryland. The Division provides vocational rehabilitation and placement service to handicapped persons. Under the Social Security Law, all cases applying to the Bureau of Old Age and Survivors Insurance for disability determinations are required to be referred to this Division for possible rehabilitation service. District offices are located in Baltimore, Salisbury, Hyattsville, and Hagerstown, and branch offices in Annapolis, Chestertown, Cumberland, Easton, Frederick, La Plata, Rockville, and Westminster (Code 1957, Art. 77, 1965 Supp., secs. 292-96).