Intent to Apply Instructions

The Intent to Apply fee of **$125** is due by December 18, 2026 for schools and centers applying in March 2027. Questions about ITA fees? Email us at office@maeoe.org.

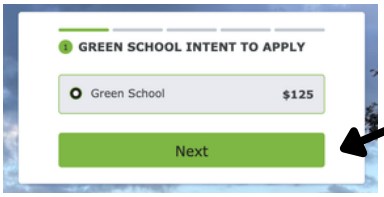
ATTENTION!
If your school is in one of these districts:
Frederick County Public Schools
Montgomery County Public Schools
Prince George's County Public Schools

Let us know your intent by filling out **this form.** You do not need to pay the ITA fee. Your district will pay the fee and we will update your application to "paid" status when we receive that payment.

OPTION #1: CREDIT OR DEBIT CARD

Credit cards payments are preferred. Schools paying by credit card should click on the payment button below or at the top of their application and follow the instructions. A receipt will be emailed to you; please check your spam folder if you do not see it in your inbox.

Click here → Payment



Then follow instructions

OPTION #2: MAIL A CHECK

Mail a check payable to MAEOE to the following address:

MAEOE
1212 West Street
Annapolis, MD 21401

Email us at office@maeoe.org if you require an invoice or receipt when paying by check.

After the payment is received, please allow one week for MAEOE to update your application status in the portal account as paid. If you pay the fee and do not submit your application or do not pass, your ITA will be good for one more year.

Questions? Email Sara at office@maeoe.org

410-777-9530 x163 | PO Box 1103, Edgewater MD 21037 | www.maeoe.org