



## Standard Operating Procedure

**Procedure Title:** State Authorization Professional Licensure and Certification Disclosures

**Procedure #:** RO.020

**Revision #:** 001

**Unit Responsible:** Registrar Office

**Individual Responsible:** Registrar

**Effective Date:** 10/02/2020

**Initial Approval Date:** 10/02/2020

**Last Review/Update Date:** 10/02/2020

**Next Review Date:** 10/2023

**\*Does this procedure support a Board Policy?** Yes

If yes, identify: [3.050-Approval of New Courses and Programs; 3.160-Program Review](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

**\*Does this procedure support HLC criteria?** Yes

If yes, identify: [2B, 4A](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

**\*Does this procedure support a State or Federal Regulation?** Yes

If yes, identify: [The 2019 State Authorization rules, 34 C.F.R. 600.2, 600.9, 669.41, 668.43](#)

**\*Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



## **State Authorization Professional Licensure and Certification Disclosure, BP 3.050, 3.160**

### **1. Purpose**

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In recognition of the State Authorization Federal Regulations and the State Authorization Reciprocity Agreement (SARA), Lansing Community College will provide general and individual disclosures notifying students of all programs that lead to professional licensure and certification regardless of the student's location or the delivery modality of the program.

### **2. Scope**

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This procedure applies to all prospective students, current students, faculty and staff.

### **3. Prerequisites**

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State Authorization Federal Regulation Guidelines:

- Requires that Lansing Community College must consistently use the same policies and procedures to determine the state in which a student is located for all of its students.
- Requires that Lansing Community College must, upon request, provide the U.S. Department of Education with written documentation of its determination of a student's location and the basis for such a determination.
- Requires that Lansing Community College make the determination of a student's location at the time of initial enrollment and upon formal receipt from the student of information about a change in that student's location.
- Requires Lansing Community College to provide disclosures of professional licensure information for all programs, both on the face-to-face and online courses.
- Requires Lansing Community College maintain a list of all States for which the institution has determined its curriculum meets the State educational requirements for licensure or certification.
- Requires Lansing Community College maintain a list of all States for which the institution has determined that its curriculum does not meet the State education requirements for licensure.
- Requires that Lansing Community College send individualized disclosures to prospective students if a program does not meet OR does meet licensure or certification requirements in the state that the student is located.
- Lansing Community College is required to notify enrolled or prospective students within 14 calendar days of making a determination that a program does not satisfy state requirements for licensure or certifications.

Notification disclosures must be sent directly to the students in writing.

#### [National Council for State Authorization Reciprocity Agreements \(NC-SARA\)](#)

- According to SARA Manual Section 5.2, programs leading to Professional Licensure SARA has no effect on State professional licensing requirements. Any Institution approved to participate in SARA that offers courses or programs designed to lead to Professional Licensure or certification or advertised as leading to Licensure must satisfy all federal requirements for disclosures regarding such Professional Licensure programs under 34 §C.F.R. 668.43.
- For SARA purposes, institutions that are unable, after all reasonable efforts, to determine whether a program will meet state professional licensure requirements shall provide the student or applicant with current contact information for any applicable licensing boards, and advise the student or applicant to determine whether the program meets requirements for Licensure on the State where the student or applicant is located.
- The general professional licensure and certification disclosure information is available to prospective and current students on the College's [State Authorization](#) webpage under the consumer information webpage.
- Any student who submits a change of program request will receive the professional licensure and certification disclosure.
- The Registrar's Office maintains a master spreadsheet of all of the students that received both the general and direct professional licensure and certification disclosures.

#### **4. Responsibilities**

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- **Registrar** – Responsible for the development and implementation of the process.
- **Academic Deans/Program Directors** – Responsible for state professional licensure and certification research and the development of the disclosure.
- **Compliance Officer** – Responsible to monitoring the process and ensuring State Authorization and SARA rules and regulations are met.
- **Academic Affairs** – Responsible for evaluating academic programs and courses to ensure alignment with State Authorization and SARA rules and regulations.

#### **5. Procedure**

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1. Prospective students review the professional licensure and certification information disclosure during the admissions application process and must confirm by initialing that it has been reviewed prior to submission.
2. The Registrar's Office runs a report weekly to identify students that have changed their program and/or location.
3. If applicable, the Registrar's Office sends an email to the respective Divisional Dean or Program Director/Associate Dean requesting an individual professional licensure and certification disclosure statement indicating:

- If the College has determined its curriculum meets the state educational requirement for licensure or certification in the state the student is located; or
  - If the College has not determined its curriculum meets the state educational requirements for licensure or certification in the state the student is located; or
  - If the College has determined that its curriculum does not meet the State educational requirements for licensure or certification in the state the student is located; and
  - Provide the student with current contact information for any applicable licensing boards and advise the student to determine whether the program meets requirements for professional licensure or certification in the state where with student is located.
4. The Divisional Dean or Program Director/Associate Dean sends the requested disclosure to the Registrar's Office within five (5) business days upon receiving a request from the Registrar's Office.
  5. The Registrar's Office sends the disclosure to the student via their LCC email and U.S. mail within 14 days.
  6. The Registrar's Office will maintain disclosure records electronically.

## **6. Reference**

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N/A

## **7. Definitions**

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