



Idaho State University

POLICIES AND PROCEDURES

Professional Licensure Disclosure

ISUPP 4130

POLICY INFORMATION

Policy Section: *Academic Affairs*

Policy Title: *Professional Licensure Disclosure*

Responsible Executive (RE): *Vice President for Academic Affairs and Provost*

Sponsoring Organization (SO): *Office of Academic Affairs*

Dates: Effective Date: *February 23, 2021*

Revised: *N/A*

Review Date: *February 2026*

I. INTRODUCTION

Idaho State University must comply with the federal requirements outlined in 34 CFR § 668.43, which requires certain disclosures of institutional information to enrolled and prospective students. These federal regulations require that for all Academic Programs purporting to meet the curricular requirements of a professional licensure or certification program, the Academic Program must determine the location of each student enrolled in the program and notify students whether the curriculum of the program meets the professional licensure or certification requirements in the state in which they are located. The University must make disclosures to a student both at the time of enrollment and after receiving information provided by the student indicating the student's location has changed.

II. DEFINITIONS

- A. **Academic Program:** any Academic Program or career/technical program, regardless of modality or the geographic location where offered, that a prospective or enrolled student may reasonably assume the successful completion of which will satisfy applicable professional licensure or certification requirements in the state where the student is located.

- B. **General Disclosures:** These disclosures indicate the states where the Academic Program has determined through reasonable, good faith effort that such program does or does not meet the applicable educational requirements for licensure or certification or the Academic Program has not yet made such a determination.
- C. **Direct Disclosures:** Direct Disclosures to individual students must be in writing, email permitted, and be provided to current and prospective students in the following circumstances:
 - 1. The Academic Program does not meet the educational requirements for initial licensure or certification in the state that the student is located; or
 - 2. The Academic Program has not determined whether the program meets the educational requirements for initial licensure in the state that the student is located; or
 - 3. For current students, within 14 calendar days if the Academic Program is determined to no longer meet the educational requirements of the state's professional licensure or certification program.
- D. **Student Location:** For purposes of this policy, initial Student Location will be determined by the permanent address provided by the student at the time of enrollment. Students who do not provide a permanent address at the time of enrollment will be considered located in the state of Idaho. Location designations shall remain in effect until a student formally notifies the Academic Program of a change in location.

III. POLICY STATEMENT

The University shall comply with the federal requirements outlined in 34 CFR § 668.43 by determining each student's location and making all required disclosures. Any disclosures related to Academic Programs will be based on the student's location as determined by this policy.

If an Academic Program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completing that program would be sufficient to meet licensure requirements in a state for that occupation is required, including:

- A. A list of all states for which the Academic Program has determined that its curriculum meets the state educational requirements for licensure or certification;
- B. A list of all states for which the Academic Program has determined that its curriculum does not meet the state educational requirements for licensure or certification; and
- C. A list of all states for which the Academic Program has not made a determination that its curriculum meets the state educational requirements for licensure or certification.

A Direct Disclosure is required in writing if the Academic Program does not meet educational requirements or the Academic Program has not made a determination for the state in which a student is located.

Alternatively, for a student enrolled in the program, if the Academic Program makes a later determination that the program does not meet educational requirements for licensure or certification in the state where the student is located, the Academic Program must provide notice directly to the student within 14 calendar days of making that determination.

Nothing in this policy is intended to affect the University's assessment of residency in accordance with the Idaho State Board of Education Policy V.Q - Residency for Tuition Purposes.

IV. AUTHORITY AND RESPONSIBILITIES

The Office of Academic Affairs shall:

- A. Maintain the University's Professional Licensure Disclosure Website, which will include all applicable General Disclosures for Academic Programs.
- B. Annually solicit General Disclosure information from each Academic Program.
- C. Provide Academic Programs a timeline for disclosures and suggested templates.
- D. Inform new and continuing Academic Programs of their ongoing obligations to comply with this policy.

Each Academic Program shall:

- A. Annually by July 1 conduct research to determine whether the program meets or does not meet state requirements for professional licensure or certification.
- B. Annually by July 1 provide to the Office of Academic Affairs all information necessary to maintain the University's Professional Licensure Disclosure website.
- C. Make Direct Disclosures to students or prospective students:
 - 1. Prior to a student making a financial commitment to the University, or
 - 2. No later than ten days prior to the beginning of the semester, whichever is earlier.
- D. Annually communicate to all students enrolled in the Academic Program informing students they must review the Academic Program's General Disclosures and inform the Academic Program if the student has changed states.
- E. Make Direct Disclosures to students who have indicated a change in state location.
- F. Make Direct Disclosures to affected students when the program ceases to satisfy applicable professional licensure or certification requirements where a currently enrolled

student is located. This disclosure must occur within 14 calendar days after a student formally notifies the Academic Program of the student's relocation to a state where the program does not meet applicable professional licensure or certification requirements.

- G. Keep record of all Direct Disclosures to students in accordance with the applicable record retention schedule.