

Academic Affairs: Professional Licensure Programs Disclosures

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Overview and Purpose

This statement outlines action required to comply with federal requirements outlined in [34 CFR § 668.43](#) as outlined in [UW System Administrative Policy 121](#) (SYS 121) by July 1, 2020. Compliance with these requirements is a condition of Title IV eligibility (the authorization to offer federal financial aid).

The regulations require that for all programs leading to licensure, the university must

- Have documented process/procedures on how the location is determined
- Have a documented change of address process for all students
<https://www.uwec.edu/kb/article/editing-your-addresses/>
- Identify in which state students are located
 - At the time of student's initial enrollment in an educational program
 - Upon formal receipt from the student information about a change in the student's location
- Provide the following general disclosures:
 - A list of all states for which the institution has determined its curriculum meets the state education requirements for initial licensure or certification
 - A list of all states for which the institution has determined that its curriculum does not meet the state educational requirements for initial licensure or certification
 - A list of all states for which the institution has not made a determination as to whether the program meets the educational requirements for initial licensure or certification.
- Provide the following individual written disclosures: Email is an appropriate form of disclosure as long as it is an individualized email and not an email blast
 - To meet initial requirements, all programs must provide individualized disclosures to all current (as of September 2, 2020) students who are located in a state for which the program does not meet requirements or in a state for which requirements have not been determined.
 - An individualized disclosure to a student at the time of initial enrollment in a program or upon formal notification of change of location if a program does not meet the educational requirements for initial licensure or certification or if the institution has not determined whether the program meets requirements in the state in which the student is located.
 - An individualized disclosure to prospective students if a program does not meet the

educational requirements for initial licensure or certification or if the institution has not determined whether the program meets requirements in the state in which the student is located.

- An individualized notification to current students within 14 calendar days of making a new determination that a program does not satisfy educational requirements for initial licensure or certification.

Definitions

Student Location: Per SYS 121, “a student’s location shall be defined as the place in which the student is currently living or physically located (e.g. current address) at the time of enrollment in a program, not on the student’s state of residency.” The “mail” address field in CampS will be used to determine location.

Time of initial enrollment into a program: The time at which the student is admitted into a program that leads to licensure or certificate. This may differ from the time at which a student is admitted to the university or declares a major. The timing and conditions related to enrollment within a program vary by program.

Prospective student: Refers to a student who has made contact with the program representative to learn about program requirements.

Formal receipt of information regarding change of location: Students are asked to verify their addresses each term when they register. Students may also update their local address at any time through self-service in CampS. Either of these constitutes formal receipt of the change of location.

Procedures

General Disclosures: General disclosures will be maintained on the UW-Eau Claire website. On June 1 of each year, a representative of academic affairs will contact chairs or directors of programs leading to licensure to request verification of licensing information. Licensure information is located on the program page for each program: <https://www.uwec.edu/academics/majors-minors/>.

Individual Disclosures: Individual disclosures will be the responsibility of the educational programs. At the time of initial enrollment in a program, a representative of each program will make individual disclosures via email to students located in states for which the program does not meet licensure or for which no determination has been made. Prospective students will be provided with the same disclosures. Each term programs will verify formal changes of location and when necessary notify via individual email each student newly located in a state that does not meet or for which information has not been verified. If the yearly verification of licensing information reveals changes, programs will, within 14 days, disclose that information to students located in affected states.