

PROFESSIONAL LICENSURE DISCLOSURE STATEMENTS

POLICY SUMMARY

In accordance with federal requirements and as a State Authorization Reciprocity Agreement participating institution, Northern Arizona University provides public and direct Professional Licensure Disclosure Statements as set forth in this policy. Academic program leaders who operate units that offer academic programs reasonably assumed to lead to professional licensure or certification are responsible for determining whether their academic programs meet applicable state education requirements for professional licensure or certification in states where their students are located. These Academic program leaders are also responsible for confirming the accuracy of information listed in the University's *Professional Licensure by State Table*. The Office of Enrollment Management Student Services is responsible for ensuring that the University transmits the required direct Professional Licensure Disclosure Statements in a timely manner. Academic Compliance is responsible for ensuring that the required public Professional Licensure Disclosure Statements are published and made available via the University's [Student Consumer Information](#) website.

REASON FOR THIS POLICY

This policy is necessary to help ensure the University's compliance with federal disclosure requirements and its obligations as a State Authorization Reciprocity Agreement institution.

ENTITIES AFFECTED BY THIS POLICY

- All colleges and instructional units delivering academic programs that may reasonably be assumed to lead to professional licensure or certification

WHO SHOULD KNOW THIS POLICY

- Academic officials responsible for the administration of academic programs that may reasonably be assumed to lead to professional licensure or certification

DEFINITIONS

Professional Licensure Disclosure Statements: announcements by the University that provide information publicly ("public Professional Licensure Disclosure Statements") or by directly notifying students ("direct Professional Licensure Disclosure Statements") whether a specific academic program aligns with applicable professional licensure education requirements (*i.e.*, meets, does not meet, or has not been determined) where the University operates in the various states, the District of Columbia, or specified U.S. territories.

POLICY

A. Scope and Applicability

This policy applies to all colleges and instructional units that offer programs, regardless of modality or the geographic location where offered, that upon completion may reasonably be assumed to lead to professional licensure.

B. Terminology

As used herein—

1. The term “professional licensure” refers to professional licensure or certification.
2. The term “covered program” means an academic program offered by the University that a prospective or enrolled student may reasonably assume the successful completion of which will satisfy applicable professional licensure education requirements in the state where the student is located.
3. The term “state” refers to any of the fifty U.S. states, the District of Columbia, and to specified U.S. territories where the University offers academic programs.

C. Professional Licensure Disclosure Statements

1. Public Disclosures

- a. The University is obligated to disclose to prospective and currently enrolled students whether its academic programs meet the education requirements for professional licensure or certification in the state where the student is located. Accordingly, academic officials administering such programs, and who serve as content experts, will annually conduct research, and document the research process, to determine if their academic program meets, does not meet, or a determination has not been made regarding state requirements for professional licensure. The University is required to provide public disclosures in accordance with the federal regulatory requirements set forth in 34 CFR Part 668.43(a)(5)(v) and described in Section 5.2 of the *State Authorization Reciprocity Agreements Manual*. Qualifying programs are listed in the *Professional Licensure by State Table* webpage.
- b. The Director of Academic Compliance is responsible for ensuring that the required public Professional Licensure Disclosure Statements are published and made available via the University’s [Student Consumer Information](#) website. For University programs that may reasonably be assumed to lead to professional licensure, these disclosures will indicate the states where the University has determined through reasonable, good faith effort that such programs do or do not meet the applicable professional licensure education requirements or the University has not yet made such a determination.

2. Direct Disclosures

- a. The Executive Director of the Office of Enrollment Management Student Services is responsible for ensuring that the appropriate direct Professional Licensure Disclosure Statement is transmitted to the individual student in a timely manner prior to a student's enrollment in a covered program when:
 - i. The University cannot determine whether the covered program meets the applicable professional licensure education requirements where the student is located; and
 - ii. The University determines that a covered program does not meet the applicable professional licensure education requirements where the student is located.
- b. The Executive Director of the Office of Enrollment Management Student Services is responsible for ensuring that the University transmits in a timely manner the required direct Professional Licensure Disclosure Statements in accordance with the federal regulatory requirement set forth in 34 CFR 668.43(c) to newly admitted and currently enrolled students when the University determines that a covered program does not meet the applicable professional licensure education requirements where the student is located or the University has not yet made such a determination.
- c. The Executive Director of the Office of Enrollment Management Student Services is responsible for transmitting the required direct Professional Licensure Disclosure Statement to the affected students

when a covered program ceases to satisfy applicable professional licensure education requirements where a newly admitted or currently enrolled student is located. This must occur within fourteen (14) calendar days after a student notifies the University of their relocation to a state where the covered program does not meet the applicable professional licensure disclosure requirements.

D. Maintaining the *Professional Licensure by State Table*

The Director of Academic Compliance is responsible for maintaining the University's *Professional Licensure by State Table* in response to updates provided by academic officials administering covered programs.

E. Collection and Dissemination of Student Location

In accordance with the federal regulatory requirements set forth in 34 CFR 600.9, the Director of Business Analysts for the Vice Provost of Academic Operations is primarily responsible for determining and tracking the location of all University students during each academic session or term and providing covered program academic leaders with the data necessary to provide the Professional Licensure Disclosure Statements as set forth in this policy. The Director will develop and administer internal administrative procedures to determine where students are located while ensuring that these procedures are consistently applied.

F. Compliance and Enforcement

Failure to provide the Professional Licensure Disclosure Statements as set forth in this policy is subject to disciplinary action in accordance with applicable Arizona Board of Regents and University employee conduct policies. The Vice Provost for Curriculum, Assessment, and Accreditation is primarily responsible for ensuring the University's overall compliance with this policy.

RESPONSIBILITIES

Covered Program Academic Leaders: administer such programs, and who serve as content experts, will annually conduct research, and document the research process, to determine if such program's curriculum meets, does not meet, or a determination has not been made regarding state requirements for professional licensure.

Director of Academic Compliance: ensures that the required public Professional Licensure Disclosure Statements are published and made available via the University's [Student Consumer Information](#) website and is responsible for maintaining the University's Professional Licensure by State Table utilizing updates provided by academic officials administering programs that may reasonably be assumed to lead to professional licensure or certification.

Director of Business Analysts for the Vice Provost of Academic Operations: is primarily responsible for developing and consistently applying internal administrative procedures to determine where students are located; is also primarily responsible for determining and tracking the location of all University students during each academic session or term and providing covered program academic leaders with the data necessary to provide the Professional Licensure Disclosure Statements as set forth in this policy.

Executive Director of Enrollment Management and Student Services: ensures that the University transmits in a timely manner the required direct Professional Licensure Disclosure Statements when i) the University cannot determine whether the covered program meets the applicable professional licensure education requirements where the student is located; ii) when the University determines that a covered program does not meet the applicable professional licensure education requirements where the student is located; and iii) within fourteen (14) calendar days, after a student notifies the University of their relocation to a state where the covered program does not meet the applicable professional licensure disclosure requirements.

Vice Provost for Curriculum, Assessment, and Accreditation: is primarily responsible for ensuring the University's overall compliance with this policy.

PROCEDURES

See the [Northern Arizona University's Determination of Student Location Procedures](#) document for a detailed explanation of how the University tracks student locations for purposes of this policy.

RELATED INFORMATION

Forms or Tools

[Professional Licensure by State Table](#)

Cross-References

None.

Sources

[34 CFR Part 600](#)

[34 CFR Part 668](#)

[Higher Education Opportunity Act of 2008](#)

[NC-SARA State Authorization Reciprocity Agreements Manual](#)

APPENDIX*

[NAU State Authorization Website](#)

[NAU Student Consumer Information Website](#)

*Disclaimer: all documents, links, or other materials included in this policy's appendix are provided solely for the user's convenience and are not part of official University policy.