

PROSPECTIVE STUDENT NOTIFICATION CHECKLIST/UT SARA/JULY 2021

This checklist applies to all programs, per CFR668-43, “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.”

- Timing** – Prospective students receive notification prior to making a financial commitment to the program.
- Notification Format** – Disclosures are made directly to the student in writing through email or other electronic communication.
- Notification Details** – Notification includes the specific program the student has identified, the student’s location, and the institution’s determination for that location (meets academic portion of licensure requirements, does not meet, undetermined).
- Policy/Process** – The institution can demonstrate, upon request, that all prospective students declaring their intent to pursue a program leading to licensure or certification receive a notice.
NOTE: The institution does not need to demonstrate student acknowledgement.

APPLICABLE POLICY

excerpt from CFR668-43

(a)(5)(v) If an educational 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 completion of that program would be sufficient to meet licensure requirements in a State for that occupation, including—

(A) A list of all States for which the institution has determined that its curriculum meets the State educational requirements for licensure or certification;

(B) A list of all States for which the institution 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 institution has not made a determination that its curriculum meets the State educational requirements for licensure or certification;

(c)(1) If the institution has made a determination ... that the program's curriculum does not meet the State educational requirements for licensure or certification in the State in which a prospective student is located, or if the institution has not made a determination regarding whether the program's

curriculum meets the State educational requirements for licensure or certification, the institution must provide notice to that effect to the student prior to the student's enrollment in the program.

(2) If the institution makes a determination ... that a program's curriculum does not meet the State educational requirements for licensure or certification in a State in which a student who is currently enrolled in such program is located, the institution must provide notice to that effect to the student within 14 calendar days of making such determination.

(3)(i) *Disclosures under paragraphs (c)(1) and (2) of this section must be made directly to the student in writing, which may include through email or other electronic communication.*

(ii)(A) For purposes of this paragraph (c), an institution must make a determination regarding the State in which a student is located in accordance with the institution's policies or procedures, which must be applied consistently to all students.

(B) *The institution must, upon request, provide the Secretary with written documentation of its determination of a student's location under paragraph (c)(3)(ii)(A) of this section, including the basis for such determination.*

(C) *An institution must make a determination regarding the State in which a student is located at the time of the student's initial enrollment in an educational program and, if applicable, upon formal receipt of information from the student, in accordance with the institution's procedures under paragraph (c)(3)(ii)(A) of this section, that the student's location has changed to another State.*