

# PROFESSIONAL LICENSURE

**Professional Licensure Notification Requirements:** The University of Idaho complies with the National Council for State Authorization Reciprocity Agreements (NC-SARA) reporting requirements for professional licensure programs. NC-SARA requires the U of I to determine the states in which students are located for the purpose of disclosing whether academic programs meet licensure requirements in the state of student location. NC-SARA also requires that the U of I keep all students, applicants and potential students who have contacted the U of I about a program leading to licensure or certification informed as to whether the program meets state licensing requirements. To comply with these requirements, relevant U of I faculty, staff, and students shall adhere to the following procedures.

## Procedures

1. **Determination and Documentation of Student Location.** The Office of the Registrar will document the state in which a student is located as self-reported by the student during the admissions process. For purposes of this policy, the student's mailing address will be considered the student's location. A student's reported state of location upon admission will be the student's location for the purpose of state authorization or professional licensure program disclosures, unless U of I formally receives notice of student relocation, as described in paragraph 2 below.
2. **Determination and Documentation of Student Relocation.** The University formally receives notice of student relocation when the student changes their mailing address with the Office of the Registrar.
3. **Student Responsibility for Location and Relocation Information.** Once admitted to U of I, it is the student's responsibility to update their state of location with the Office of the Registrar any time their state of location changes. If a student changes their state of location while enrolled in a program leading to professional licensure, the student must notify the Office of the Registrar in order to receive the disclosures described in paragraph 5 below.
4. **Individual Disclosure to Prospective Students.** For prospective students to a degree program leading to a professional certification or licensure, no matter the method of delivery, U of I will send, prior to the student making a financial commitment to U of I, a written disclosure stating whether the U of I degree program meets the educational requirements for licensure or certification in the student's location. This individual disclosure will state one of the following:
  - a. The program's curriculum meets the state educational requirements for licensure in the state in which the prospective student is located; or
  - b. The program's curriculum does not meet the state educational requirements for licensure in the state in which the prospective student is located; or
  - c. No determination has been made as to whether the program's curriculum meets the state educational requirements for licensure in the state in which the prospective student is located. If no determination has been made, U of I will provide the current contact information for any applicable licensing boards and will advise the student to determine whether the program meets requirements for licensure in the state where the student is located.
5. **Individual Disclosure to Currently Enrolled Students.** For students currently enrolled in a degree program leading to professional certification or licensure, if U of I determines at any time that the program's curriculum does not meet state educational requirements for licensure in the state in which the enrolled student is located, then U of I will notify the student in writing within 14 calendar days of U of I making such determination. In addition, U of I will send an individualized disclosure to the student within 14 calendar days of being officially notified of the student's relocation if the student relocates to a state where the program either does not meet the educational requirements for licensure or U of I has not made such a determination.
6. **Unit Administrator Responsibility for Licensure Information.** The administrator of a unit offering an educational program leading to professional licensure is responsible for determining if the program's curriculum meets or does not meet state educational requirements for licensure in the states in which its enrolled students are located, and is responsible for monitoring changes to those educational requirements. The unit administrator shall conduct an annual review each June, making all reasonable efforts to determine whether a program meets licensure requirements. The Office of the Provost will be contacting unit administrators, and unit administrators must respond to the Office of the Registrar and the Office of the Provost by July 1st. Any changes shall be reported to the Office of the Registrar and Office of the Provost by July 1. Changes in licensure requirements will be published on the Office of the Provost website.