



## Policies & Procedures

Department: Academic Affairs Office

Policy Title: Licensure and Certification Disclosure, v2

Date Issued: 22 September 2020

Date Revised: 5 January 2022 (Changed the Colleges and Schools for some programs)

Approved by: Lorie Cook-Benjamin, Chief Academic Officer

**Purpose:** Comply with federal disclosure requirements [34 CFR § 668.43 - Institutional information](#) regarding preparation for licensure and certification by different states.

**Scope:** Impacts include Academic Affairs, Admissions, Enrollment, Marketing

### Policy and Procedure:

[Federal regulations](#) require institutions to disclose generally and individually to students how programs requiring professional licensure for employment apply to the state in which the student is, or plans to be located. In order to be in compliance with regulations, three steps are needed:

1. Determine the list of applicable programs
  - Federal regulations require disclosures for programs “**designed to meet educational requirements** for a specific professional license 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” (Emphasis added) see [34 CFR](#) (668.43)
2. Determine a General Disclosure policy
  - A single general disclosure webpage will be maintained at: <https://www.doane.edu/institutional-research-institutional-effectiveness/general-licensure-certification-disclosure>
3. Determine an Individual Disclosures policy
  - From [34 CFR § 668.43 \(c\)](#) (emphasis added)  
“(1) If the institution has made a determination under paragraph (a)(5)(v) of this section 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 under paragraph (a)(5)(v)(B) of this section 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



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notice to that effect to the student within **14 calendar days** of making such determination.”

### 1. List of Applicable Programs:

The following programs at Doane University have been identified for each college/school and will be referred to as Professional Licensure and Certification Disclosure Programs (PLCD Programs).

- College of Arts and Sciences
  - Substance Use Counseling
- School of Integrative Learning
  - None
- College of Business
  - Accounting
- College of Education
  - Masters of Arts in Counseling
  - Educator Preparation Programs (All degrees, majors, and emphases, with the exception of Ed. D.)

### 2. General Disclosure

The General Disclosure webpage provides the disclosure for each program for which a disclosure is required. The basic template below will be followed for each program. The disclosure page is linked from the Consumer Information page on the Doane Website as well as from the program pages on the Doane website.

PROGRAM NAME

<<General information about licensure in this program>>

States for which Doane University has determined that its curriculum MEETS the state educational requirements for licensure or certification includes:

- Nebraska

States for which Doane University has determined that its curriculum DOES NOT meet the state educational requirements for licensure or certification includes:



- N/A

States for which Doane University HAS NOT DETERMINED that its curriculum meets the state educational requirements for licensure or certification includes:

- Alabama, Alaska, American Samoa, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan Minnesota Mississippi Missouri Montana, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Northern Mariana Islands, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, West Virginia Wisconsin, Wyoming

### 3. Individual Disclosure

#### Definitions

**Prospective student** - a student that has formally requested information about a program from the institution, and been entered into the university's information system.

**Enrolled in the program** - a student that has been accepted and formally declared to the university the program of study being pursued.

#### Individual Disclosure:

1. Every prospective student requesting information from Doane will be sent an email with a link to the general disclosures webpage prior to enrollment. The emails will be maintained by Admissions and Enrollment.
2. Every current student will be sent an email with a link to the general disclosures webpage upon registering for classes. The email template will be maintained by the Registrar.
3. Students currently ENROLLED in a PLCD program who submits a change of location (state) will be sent a link to the general disclosures webpage as well as information related to the specific program within **14 calendar days** by the Office of Institutional Effectiveness.

<<EMAIL template for prospective and all current students>>

Dear \_\_\_\_\_,

Doane University offers several programs that prepare students to meet the educational requirements for licensure/certification in certain states. These programs include



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- Accounting
- Educator Preparation Programs (Teaching)
- Substance Use Counseling
- Master of Arts in Counseling

As educational requirements vary by state, students interested in these programs should consult the [General Licensure and Certification Disclosure](#) page immediately. Please be aware that states often have state-specific additional licensure and/ or certification requirements. Please contact your program representative immediately to discuss the requirements.

<<EMAIL template for registration confirmation emails>>

As licensure/certification requirements vary by state, all students should consult the [General Licensure and Certification Disclosure](#) page prior to enrollment. Please be aware that states often have state-specific additional licensure and/ or certification requirements. Students considering relocating should contact their program representative in order to determine if the program meets the new state requirements.

<<EMAIL template for students that change location. >>

Dear \_\_\_\_\_,

Doane University offers several programs that prepare students to meet the educational requirements for licensure/certification in certain states. These programs include

- Accounting
- Educator Preparation Programs (Teaching)
- Substance Use Counseling
- Master of Arts in Counseling

As you have indicated a change to your state location, we want you to be aware that this may impact your ability to obtain licensure/certification in that state.

As educational requirements vary by state, students interested in these programs should consult the [General Licensure and Certification Disclosure](#) page immediately. Please be aware that states often have state-specific additional licensure and/ or certification requirements. Please contact your program representative immediately to discuss the requirements.

<<Insert contact information>>

## Policy Updates

This policy, including the list of programs, will be reviewed each January and June by the Office of Institutional Effectiveness. Additionally:

## Prospective Students Updates

1. On a biannual basis in January and June, the Office of Institutional Effectiveness will request from the Admissions Office and Enrollment Office a report of states to the Office of Institutional Effectiveness for which at least 10 students apply for admission to a PLCD program.
2. Within 7 days, the Office of Institutional Effectiveness will submit to the appropriate Dean the list of states for the programs.
3. With 10 working days, the Deans will determine if the program meets the state educational requirements for licensure or certification in which the prospective students are located and communicate the results to the Office of Institutional Effectiveness.  
Choices are
  1. The curriculum MEETS the state educational requirements for licensure or certification.
  2. The curriculum DOES NOT meet the state educational requirements for licensure or certification.
  3. The University HAS NOT DETERMINED if its curriculum meets the state educational requirements for licensure or certification.
2. Within 14 calendar days of receiving the information, the Office of Institutional Effectiveness will update the General Licensure Disclosures webpage.
  1. If the status of any State changes, the list of **enrolled** students will be notified of any changes to the status of licensure/certification for the states residing in if changed to undetermined or does not meet.
  2. If an email is sent, the list of students, copy of email, and evidence of sending the email will be stored by the Office of Institutional Effectiveness

## New Program Updates

1. Deans will be responsible for contacting the Office of Institutional Effectiveness if program modification impacts licensure or certification requirements for new or existing programs.
2. Every January and June, the Office of Institutional Effectiveness will review the catalog for any updates to programs that may impact licensure or certification. The Office of Institutional Effectiveness will then proceed with the procedure from steps 2 through 4 in the Prospective Student Updates section of this policy.



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### Impacts to other Policies

#### *Deans*

Deans are responsible for determining if licensure and/ or certification disclosures are required prior to new programs being submitted for approval.

#### *Registrar*

The general policy will be added to the undergraduate and graduate catalogs:

*Licensure and Certification: Doane University regularly updates program requirements in order to prepare students for licensure and certification as appropriate. In order to comply with federal disclosure requirements, up to date information about licensure and certification can be found on the [General Licensure and Certification Disclosure](#) page. Prospective and current students are encouraged to research the requirements in their current or intended state of residence to ensure that their intended enrollment in a program will meet the requirements of their state's licensing agency.*

#### *Registrar and Marketing*

Each PLCD program webpage and catalog entry must also contain the following message:

*As educational requirements vary by state, students interested in these programs should consult the [General Licensure and Certification Disclosure](#) page immediately. Please be aware that states often have state-specific additional licensure and/ or certification requirements. Please contact your program representative immediately to discuss the requirements*

#### References:

- <https://www.doane.edu/graduate-and-adult/online/state-authorization>
- <https://www.nc-sara.org/professional-licensure-directory>