



## Policy CM1.06: State Authorization Requirements for Licensure Programs

Oversight	Information
Policy Type	Institutional Organization
Policy Owners	Executive Council
Initial Policy Approval Date	September 1, 2020
Current Revision Approval Date	October 8, 2020
Procedure Effective Date	October 8, 2020

### Policy

Per federal regulation 34 CFR §668.43(a)(5(v)), institutions must disclose the following specific state authorization categories on our public website and individually to enrolled students in programs that lead to licensure.

- (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 State for which the institution has not made a determination that its curriculum meets the State educational requirements for licensure and certification.

### Student Location:

The university is required to meet the requirements in each state that a student is located. Federal regulations 34 CFR 600.9 related to state authorization, require enrolled students to report their location to the university. Students will be required to report their state of residence at the time of enrollment. The university will use the student's state of residence for purposes of state authorization approvals unless otherwise notified by the student.

### Guidelines

States shall be listed under "(A)" above if the State Board of Nursing has a formal approval process in place for APRN programs and the institution has an approval letter on file from the State.

States shall be listed under "(B)" above if the State Board of Nursing has a formal approval process in place for APRN programs that the University has yet to complete. The institution does not enroll APRN students in these states.

States shall be listed under "(C)" above after a full review of the State's rules and regulations does not reveal any compliance issues and if there is no formal approval process for APRN



programs in place by the State Board of Nursing. The university has reviewed the relevant rules and regulations and has every reason to believe it is compliant.

## Procedure

- Once per year, inquiry emails about licensure and certification requirements and approval will be sent to each State Board of Nursing to confirm compliance with State authorization requirements.
- Once per year, nursing rules and regulations will be reviewed for each State for updates.

## Determination of Location

At the time of enrollment, students will report their state of residence by providing the university with their current address. Students will receive a disclosure at this time about the need to properly report location to the university for state authorization purposes. Location should include their residence, and the state where they practice.

Students are asked at the beginning of each course to confirm that their directory information is up to date. If their information has changed, they are directed to update their student profile so that the university is aware of any changes to the student location.

Students are notified when of state authorization changes based on their reported residence. Students in licensure programs who change residence after enrollment will be notified of any updates to state authorization requirements following the change.

## Related Documents/References

- 34 CFR §668.43(a)(5(v))
- AA4.03 Enrollment Policy – “Determination of Location”

## Definitions

- Not Applicable

## Revision History

- 6/9/2020 – Policy written for new Higher Education Act regulations – AHB
- 9/1/2020 – Policy reviewed and approved by Executive Counsel for implementation.
- 10.8.20-Added determination of location information - AHB