

Notre Dame of Maryland University Policy

SUBJECT: Professional Licensure Disclosure

I. PURPOSE

This policy establishes the basis for the definition, implementation, and coordination of Professional Licensure Disclosure within Notre Dame of Maryland University (hereafter referred to as NDMU). The U.S. Code of Federal Regulations, specifically 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c) require disclosures by NDMU regarding educational requirements for programs leading to professional licensure or certification regardless of modality. 34 CFR 668.43(a)(5)(v) requires NDMU to make readily available to enrolled and prospective students' information about whether programs leading to professional licensure or certification meet code requirements.

II. APPLICABILITY

This policy applies to all NDMU Academic Programs leading to professional licensure or certification, regardless of modality.

III. POLICY STATEMENT

[§668.50\(b\)\(7\)](#) Professional Licensure/Certification (PLC) pre-education requirements

The curriculum for programs customarily leading to Professional Licensure at Notre Dame of Maryland University have been designed to meet the licensure/certification requirements in Maryland as well as preparing students to apply for licensure exams in the State of Maryland. The licensure boards in each state are responsible for establishing the requirements for licensure/certification for their state. Students who intend to return or move to any state other than Maryland need to review the professional licensure disclosures pertaining to their programs and consult with their state professional licensing boards. The state professional licensing boards make the ultimate decision as to whether or not an individual will be eligible to sit for licensure based on the rules and regulations in place at the time the individual submits an application for licensure.

B. **34 CFR 668.43(a)(5)(v) - General Disclosures**

NDMU must provide disclosures if:

A program is "designed" to meet the educational requirements for a specific professional license or certification required for an occupation; or is advertised as being a program that meets professional licensure educational requirements in a state for that specific occupation.

C. **34 CFR 668.43(c) Direct Disclosures**

Prior to enrollment, direct disclosure is made if the program (whether hybrid, face-to-face or online) does not meet, OR NDMU has not made a determination whether the program meets education requirements. The regulations state that "regarding the timing of these disclosures, the Department expects that NDMU will provide this disclosure **before a student signs an enrollment agreement, or in the event that NDMU does not provide an enrollment agreement, before the student makes a financial commitment to NDMU.**

NDMU has defined that a financial commitment occurs after a student has been accepted.

NDMU's EMP system will automatically generate notifications to all students who apply and are accepted into programs leading to professional licensure or certification. These general notifications will direct students to the NDMU website on compliance. Online students enrolling through our WES partner will also receive general notifications referring them to the NDMU compliance website.

Individual schools will directly notify students accepted into a particular program using an approved form letter addressed directly to individual students. In the SOE, these direct disclosures will be mailed by advisors with the welcome letter. The SOP admissions officer will mail these letters with their acceptance notification, and the SASB and the SON will post direct disclosures from the Deans' offices upon acceptance, unless it is a CAUS/Grad student in which case the notifications will be posted by the advisor. Copies of all notifications will be filed in the EMP system.

(If the student is enrolled in a program and NDMU makes a determination that the program does not meet educational requirements in the state where the student is located, NDMU has **14 calendar days** to notify the student.)

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

D. 34 CFR 600.9(c) Direct Disclosures- College Processes

Upon request, NDMU must document to the U.S. Department of Education (DOE) the disclosure process used by NDMU to determine the licensure and certification programs and the process for identifying student location. This requires NDMU to develop a process for creating, maintaining, and reporting on the disclosure of licensure and certification. This requires regular review of licensure and certification information as well as updating information on the website.

The NDMU disclosure process will be updated twice per year to ensure all federal standards are followed. This will be performed by the Professional Licensure Coordinator, reporting to the AVPAA.

E. Related Laws, Regulations, Statutes, and Policies:

[34 CFR § 668.43](#). Amendment published November 1, 2019, in 84 FR 58932.

F. NC-SARA Regulations Regarding

Professional Licensure Disclosures

Rule 5.2- Programs Leading to Professional Licensure

SARA has no effect on state professional licensing requirements. NDMU, operating under SARA that offers courses or programs potentially leading to professional licensure must keep all students, applicants, and potential students who have contacted NDMU about the course or program informed as to whether such offerings actually meet state licensing requirements. For purposes of SARA, this must be done in one of two ways:

1. NDMU may determine whether the course or program meets the requirements for professional licensure in the state where the applicant or student resides and provide that information in writing to the student; or
2. After making all reasonable efforts to make such a determination, if unsuccessful, NDMU may notify the applicant or student in writing that NDMU cannot confirm whether the certification or program meets requirements for professional licensure in the student's state, provide the student with current contact information for any applicable licensing boards, and advise the student to determine whether the program meets requirements for licensure in the state where the student is located.

Rule 10 of the NC-SARA Institutional Application

Agree to notify in writing all students in a course or program that customarily leads to professional licensure, or which a student could reasonably believe leads to such licensure, whether or not the course or the program meets requirements for licensure in the state where the student is located. After making all reasonable efforts to make such a determination, NDMU may notify the applicant or student in writing that NDMU cannot confirm whether the course or program meets educational requirements for professional licensure in the student's State, provide the student with current contact information for any applicable licensing boards, and advise the student to determine whether the program meets educational requirements for licensure in the State where the student lives. An email dedicated solely to this purpose and sent to the student's best-known email address meets this requirement. NDMU should use other additional means to notify the student, if needed and maintain a record of these efforts.

SARA Manual, Section 5.1(a)

SARA applies solely to postsecondary Distance Education activity conducted across state lines. It does not apply to Distance Education activity inside the SARA-participating NDMU's Home State or to on-ground campuses. For purposes of SARA, "distance education" includes limited activities conducted for short periods on the ground (see sub-sections 5.3, 5.4 and 5.6). SARA does not affect the applicability of general-purpose state laws such as business registries, general-purpose consumer protection laws, worker's compensation laws, criminal statutes and the like. NDMU participation in SARA does not excuse or exempt NDMU students that participate in federally funded programs from compliance with the federal rules applicable to such programs. Such

programs include, but are not limited to, Federal Title IV student assistance programs and military tuition assistance programs.