SARA Short: What Institutions Need to Know about Professional Licensure

Christopher Fagan
Senior Corporate Counsel
University of Phoenix – University Legal Services

Heidi L. Callender
Senior Corporate Counsel
University of Phoenix – University Legal Services

Jeannie Yockey-Fine
General Counsel
NC-SARA
Presenters:

Heidi L. Callender  
Senior Corporate Counsel  
University of Phoenix – University Legal Services

Christopher Fagan  
Senior Corporate Counsel  
University of Phoenix – University Legal Services

Jeannie Yockey-Fine  
General Counsel  
NC-SARA
SARA Policy
5.2 Programs leading to Professional Licensure

... for SARA purposes, institutions that are unable, after all reasonable efforts, to determine whether a program will meet state professional licensure requirements shall provide the student or applicant with current contact information for any applicable licensing boards, and advise the student or applicant to determine whether the program meets requirements for licensure in the state where the student or applicant is located.
For all SARA institutions (Title IV and non-Title IV):

- **General** Disclosures Are Required.

- **Direct** Disclosures Are Required When An Institution Knows That The Program Will Not Meet Licensing Requirements And When It Does Not Know.

- Institutions Are Required To Provide **Contact Information** For Professional Licensing Boards When The Institution Cannot Determine, After **All Reasonable Efforts**, Whether Their Course Or Program Will Meet The Licensing Requirements.
Institutional Perspective
Licensing Program Disclosures

3-M’s for your A/B/C’s

In the field: SARA Short

Christopher Fagan, Senior Corporate Counsel
Heidi Callendar, Senior Corporate Counsel

University of Phoenix

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Disclaimer

The material in this presentation is for informational purposes only. It should not be considered legal or other professional advice. You should consult with your counsel to determine what may be best for your individual needs.
The Rule in 2 Parts- 34 CFR § 668.43

Part 1 - Identify

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;

Part 2 – Disclose

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.

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

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.
Our Approach
The 3-Ms: Make, Monitor, Maintain

**Make** the determination
- Identify licensure programs
- Analyze program requirements against the state requirements
- Make A/B/C state lists
- Determine states restrictions

**Monitor** student locations and regulatory requirements
- Track location of students in licensure programs
- Use a DAILY system to flag address changes and student moves in this population;
- Monitor and track State legislation and rule-making from State Boards/Agencies

**Maintain** review and respond
- Cadence of state determination reviews to ensure continued accurate information. (ie. quarterly)

- **Potential Internal Changes:** Program requirements

- **Potential External Changes:** Licensing requirements from state boards; legislative or regulatory changes
### State Licensure Requirements

The University’s teacher education program/s meet the licensure requirements in the states listed below. There are two pathways to achieve licensure: 1) "Direct Apply” – states that accept our Arizona approved program and permit candidates to apply directly for certification, and 2) "Reciprocity” – states that require candidates of our Arizona approved program to obtain Arizona certification first before applying for certification in their home states. Review the licensure requirements listed under your state as you prepare for your teacher preparation journey.

<table>
<thead>
<tr>
<th>State</th>
<th>State</th>
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<tbody>
<tr>
<td>Alabama</td>
<td>Nevada</td>
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<tr>
<td>Alaska</td>
<td>New Hampshire</td>
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<tr>
<td>Arizona</td>
<td>New Jersey</td>
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<tr>
<td>California</td>
<td>New Mexico</td>
</tr>
</tbody>
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https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html
Monitor - Direct Disclosures

NOTICE: Recent Address Change – Notification Regarding Your Professional Licensure/Certification Program

You are currently enrolled in an educational program that is designed to meet educational requirements for professional licensure or certification in the jurisdiction where you initially enrolled. We recently received your change of address to a location that is different from the location you provided when you enrolled. The University does not offer your program in the state to which you relocated.

This notice is to inform you that the University has determined your educational program DOES NOT MEET the state educational requirements for professional licensure or certification in your new location. This means your ability to progress in the program could be impacted and you will not be eligible for professional licensure or certification in your new location. Registration for your future classes will be placed on HOLD and your Academic Counselor will be in touch with you to discuss next steps and your options. If you have immediate questions, please contact your Academic Counselor.

NOTICE: Recent Address Change – Notification Regarding Your Professional Licensure/Certification Program

You are currently enrolled in an educational program that is designed to meet educational requirements for professional licensure or certification in the jurisdiction where you initially enrolled. We recently received your change of address to a location that is different from the location you provided when you enrolled. The University does not offer your program in the state to which you relocated.

This notice is to inform you that the University has not been able to make a determination after all reasonable efforts as to whether or not your program would meet the licensure requirements in your new location. We are providing you the contact information for the applicable agency in your new location.

{{INSERT STATE LICENSE AGENCY CONTACT INFO}}

At this time, registration for your future classes will be placed on HOLD. Your Academic Counselor will be in touch with you to discuss next steps and your options as to whether you may be able to continue in your program or change to an alternative program. As part of this process, if the University is able to support the continuation of the program in your new location, we advise that you determine whether the program meets requirements for licensure in your new location.
# Maintain - Compliance

## Review

Establish a Standard Operating Procedure (SOP) for maintenance and cadence (i.e. bi-annual)

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
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<tbody>
<tr>
<td><strong>Change from Institution</strong></td>
<td><strong>Change from State or Programmatic Accreditor</strong></td>
</tr>
<tr>
<td>Changes to program may impact determination stemming from:</td>
<td>Changes made to state or accreditor educational and licensure requirements can stem from:</td>
</tr>
<tr>
<td>✓ Program policy changes</td>
<td>✓ state updates to clinical practice or licensure requirements</td>
</tr>
<tr>
<td>✓ Program curriculum updates</td>
<td>✓ State statute change</td>
</tr>
<tr>
<td>✓ Any program changes could impact the A/B/C listings</td>
<td>✓ State agency rule change</td>
</tr>
<tr>
<td></td>
<td>✓ Academic considerations</td>
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<td></td>
<td>✓ Any required compliance measure.</td>
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</table>
Thank You!