



SARA Quick Start Guide

PROFESSIONAL LICENSURE DISCLOSURES

What information about professional licensure programs does my institution need to disclose?

What does the *SARA Policy Manual* Say?

Section 5.2 Programs leading to professional licensure

SARA has no effect on state professional licensing requirements. Any institution approved to participate in SARA that offers courses or programs designed to lead to professional licensure or certification or advertised as leading to licensure must satisfy all federal requirements for disclosures regarding such professional licensure programs under 34 §C.F.R. 668.43. For SARA purposes, these requirements will also apply to non-Title IV institutions.

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 is located.

Context & History

SARA policy related to professional licensure disclosures has been in effect since its inception.

In 2019, new Federal Regulations focused on required disclosures (34 §CFR 668.43(a)(5)(v)) went into effect. In June 2020, the NC-SARA Board agreed to align Section 5.2 of the *SARA Policy Manual* with the Federal Regulations at 34 §CFR 668.43. These SARA and federal requirements impact all stakeholders including SARA-participating institutions, State Portal Entities (SPEs), the four higher education regional compacts, and NC-SARA.

At this time, any institution approved to participate in SARA that offers courses or programs designed to lead to Professional Licensure or certification or advertised as leading to Licensure must satisfy all federal requirements for disclosures regarding such Professional Licensure programs under 34 §C.F.R. 668.43. For SARA purposes, these requirements also apply to non-Title IV institutions.

About SARA Quick Starts: When institutions participate in SARA, they agree to a set of compliance requirements as detailed in the [SARA Policy Manual](#). SARA Quick Starts are intended to help institution personnel understand a particular requirement to help them maintain compliance, communicate with colleagues regarding SARA requirements, and explain the requirement to students and other stakeholders. Institutions should always check for any state-specific requirements with their [SARA State Portal Entity](#).

What is the rationale?

Disclosing information about professional licensure requirements to prospective and currently enrolled students has been a requirement of SARA since its inception as a critical element of the collection of [student consumer protections](#) that SARA provides.

Before enrolling in an online/distance education program intended to satisfy a particular state's educational requirements for the practice of a particular occupation, students should be assured by the institution that the program actually does meet the requirements of the state in which they intend to practice. SARA institutions are required to provide related disclosures; institutions that participate in federal student financial aid programs must meet similar federal requirements.

What does my institution need to do?

- Reference [NC-SARA's Professional Licensure](#) resources, including the *Professional Licensure Directory* and Frequently Asked Questions.
- Ensure that your institution provides students or applicants with the appropriate disclosure information about programs leading to professional licensure.
 - **General disclosures** will be a "yes," "no," or "not yet determined" whether your program curriculum will meet the requirements in each of the 50 states, and will be listed on your website.
 - **Direct disclosures** must be in writing (electronic is fine) directly to the student. Direct disclosures are required when you know your program will not lead to a license in a particular state and when you have not yet made the determination.
- Communicate with the colleges, departments, and/or faculty at your institution that offer programs leading to professional licensure and make them aware of the SARA policy.
- Regularly monitor your institution's professional licensure programs and their disclosures as applicable.
- Contact your state's [SARA State Portal Entity](#) for specific guidance or directions regarding this requirement.

Still Have Questions?

1. SARA State Portal Entities have the responsibility and authority to hold institutions in compliance with SARA policy. This information is intended to be general guidance for institutions; institutions should be in regular contact with their [SARA State Portal Entity](#) for specific requirements, directions, and guidance.
2. Feel free to email NC-SARA: info@nc-sara.org

Resources:

- [SARA Policy Manual](#), Section 5.2
- [NC-SARA's Professional Licensure Directory](#) and Resources, including Frequently Asked Questions
- [NC-SARA's Professional Licensure Information for Students](#)

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