



## Policy

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STATE LICENSURE/CERTIFICATION DISCLOSURE, FACULTY AND STAFF  
EFFECTIVE DATE: JULY 2020

FS.501.1

### **Purpose Statement**

Due to federal and individual state regulations, Dakota College at Bottineau (DCB) is required to provide individual notifications to students regarding whether their program/major will provide educational eligibility for state licensure based on the students' location. Activities such as completing clinical and cooperative education/internship requirements in states outside of North Dakota are also governed by these regulations. DCB is required by the U.S. Department of Education (DOE) to establish a policy defining student location and procedures for individual student disclosures regarding licensure eligibility based on program/major and location.

### **Policy**

State requirements for professional licensure in programs or programs that may lead to eligibility for licensure are always subject to change. If students are planning to seek a professional license or certification in a state other than North Dakota, it is strongly recommended that students contact the appropriate state licensing agency to determine all the educational and other requirements for licensure or certification, before enrolling in a DCB program.

Additionally, licensing requirements vary by state and relocating could impact whether students will meet eligibility requirements for licensure. It is recommended that students check with the state licensing agency where they desire licensure before relocating to ensure they will be eligible for licensure or reciprocity and should notify their Program Advisor of relocation and licensure intent in the new state. DCB is currently authorized to offer programs in some states, depending on the program, but DCB does not have state authorization for all programs in all states.

### **Process for Determining Students' Location**

Beginning July 1, 2020, Dakota College at Bottineau will use the student's mailing address from the student information system (i.e., Campus Connection) to determine the student's location for the purpose of providing her or him with specific state authorization and/or state licensure/certification disclosure information.

### **Process for Disclosing to Students Relevant State Authorization and Licensure Information**

1. DCB's website provides state authorization and/or state licensure disclosure information and is updated annually.
2. Specific disclosures regarding state authorizations and/or licensures or certifications will be provided directly to individual students in the following circumstances:
  - a. when a student applies to DCB and declares a program/major that provides educational eligibility for licensure/certification in that field;
  - b. when a current student has changed her/his location (i.e., mailing address) and/or program/major in Campus Connection (disclosure will occur each academic term);

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- c. should the University determine it is no longer authorized, or has not determined if it is authorized, to offer a program/major within the student's location (determination will occur annually with subsequent disclosure within 14 days in accordance with DOE rule);
  - d. should the University determine it is no longer able, or has not determined if it is able, to meet the licensure/certification requirements of the student's program/major in the student's location (determination will occur annually with subsequent disclosure within 14 days in accordance with DOE rule).

**Disclosure Process Workflow**

Personnel within Academic and Student Affairs will coordinate and consult on initial and annual updates of licensure/certification determinations with each department's chair and/or program advisors.

University personnel from Academic and Student Affairs will work with departments/programs to ensure the list of applicable programs/majors is kept current and that information is reviewed annually to determine whether each program/major meet requirement criterion for licensure/certification. This information will be posted on DCB's program pages for licensure/certification requirements.

Disclosures to individual students (see above for criteria) will proceed in the following manner:

1. When a student applies for admission, the DCB Admissions Office will include a disclosure notice with the letter of acceptance indicating if the student's declared program/major meets, does not meet, or if we have not determined whether it meets, the student's location-state authorization and/or state licensure/certification requirements.
2. Subsequent disclosures will be made by Academic and Student Affairs staff using data provided each term by the Student Affairs office no later than two weeks after the term's census date. These data will include all students changing their program/major and/or their location (i.e., mailing address) in a manner necessitating disclosure per the DOE's rules. Staff will use this information to send out necessary disclosures drafted by DCB personnel. Advisors will also receive a copy of such disclosures so they can reach out to affected students to answer questions or assist them in academic planning. Data from students identified in this process will include the following:
  - a) name,
  - b) program/major from the current and from the prior term,
  - c) mailing address from the current and from the prior term,
  - d) email address,
  - e) phone number.