

To ensure Labette Community College is in compliance with the U.S. Code of Federal Regulations 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c), which require disclosures for programs that lead to a professional licensure or certification necessary for employment, regardless of the program's modality.

Labette Community College seeks to determine the location of its students for a variety of reasons including, but not limited to, compliance with federal regulations and supplying relevant consumer protection information to prospective and admitted students. The following procedure is also used to determine the location of a student for purposes of compliance with state authorization requirements, tracking of out-of-state learning placements (such as internships, clinical experiences, and practica), and professional licensure disclosures. This procedure is not intended to apply to determinations of eligibility for in-state residency for tuition purposes.

Definitions

Prospective student: A student who has applied for admission to Labette Community College but has not yet enrolled, therefore does not yet have a financial commitment to the college.

Current student: A student who is currently enrolled and actively taking classes in a Labette Community College educational program.

Student: "Student" includes current students and prospective students.

Initial time of enrollment: The point at which students have been admitted to a program of study that requires an application, but have not yet registered for courses in that program.

Enrollment: Registered for coursework.

- Students located in "does not meet" or "not determined locations" cannot be enrolled into the educational program unless a written attestation is completed by the student.

Professional licensure program: An academic program designed for, or marketed as, fulfilling the purpose of preparing graduates to meet the educational requirements for initial professional licensure or certification. Optional certifications administered through the private sector fall outside the scope of this policy.

Professional Licensure Disclosures

General public disclosures

Federal Regulation 34 CFR 668.43(a)(5)(v) requires an institution to make readily available to students' information about whether programs leading to professional licensure or certification

meet educational requirements. Labette Community College's public professional licensure disclosures can be found at Professional Licensure | Labette Community College.

If an educational program offered by the college 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 completing that program would be sufficient to meet licensure requirements in a state for that occupation is required, including, a list of all states for which the institution has determined that its curriculum meets the state educational requirements for licensure or certification.

Direct Professional Licensure Disclosures:

A direct disclosure is required by 34 CFR 668.43(c) by the institution to the student in writing (email or letter) if the program leading to professional licensure or certification does not meet, or if it is not determined if it meets, requirements for the state in which a student is located.

Prospective students – A direct disclosure will be sent to prospective students before a financial obligation is made if a student is located in a state that does not meet, or it is not determined to meet, the state's professional licensure requirements for employment.

Current students – If a student is enrolled in a program and the institution makes a later determination that the program does not meet, or it is not determined as meeting, educational requirements for licensure or certification in the state where the student is located, the institution will provide a direct disclosure to the student within 14 calendar days of making that determination.

Determining Student Location for Campus Based Programs

Students in programs delivered on campus (i.e. "face-to-face" or "on-ground") are located in Kansas by default. For purposes of professional licensure disclosures, a prospective student making an inquiry about a program delivered on campus, or a student enrolling for the first time in a program based on campus who has not yet physically relocated to Kansas, is still treated as though they are located in Kansas by virtue of their program choice.

Students in programs delivered on campus who elect to pursue a credit-bearing internship or clinical experience outside of Kansas are expected to disclose the state in which the experience is taking place to facilitate college disclosures to the National Council for State Authorization Reciprocity Agreements (NC-SARA). Enrollment in these experiences does not alter the determination of location for the purposes of professional licensure disclosures.

Determining Student Location for Distance Education (Online) Program

Students in distance education (e.g.: online) programs are located in the state provided as their permanent home address at the time of the inquiry or application. The student's location may

change if the student's address changes during the recruitment and enrollment process or subsequent to their initial matriculation at the college. For students whose permanent address does not include a U.S. state or territory (e.g., students living outside the United States), their location will be considered the state of Kansas.

Change of Student Declared Major

College staff who work with students who change their major to a program of study that leads to a professional licensure will determine the student location at the time of completing the college's declared major change request form. If the student's location is "does not meet," the student can complete a written attestation or not be able to change their major.

Change of Student Location

Student location designations will remain in effect unless, and until, a student officially notifies the college that their permanent address has changed. Once a student notifies the college, the date of entry will be used as the effective date of a student's revised location for the purposes of this policy. If a student does not notify the College of a change of address and their permanent address has been end dated in the student record system because mail was returned as undeliverable, their location will be considered the state of Kansas.

Responsibility

Student

- Student will follow the proper procedure to officially notify the college of a change in their permanent address, when applicable and as soon as possible.
- If a student is considering relocating, they will contact their academic advisor to discuss potential specific state requirements for their program's applicable licensure board(s) in the state where they intend to obtain a license.

College

- The College will comply with federal regulation by maintaining a list of general public disclosures.
- The College will comply with federal regulations by sending direct disclosures (via mail or email) to students when applicable.
- The College will comply with federal regulations by keeping a record of disclosures that are sent.