

St. Cloud Technical & Community College

Policies and Procedures

Chapter S2 – Students

2.3.1 Procedure

S2.3 Professional License Disclosures

Update Revision Responsibility: Vice President of Student Affairs

Authority: 34 C.F.R. § 668.43

Saint Cloud Technical & Community College is required by federal law to disclose to prospective and current students its determination of whether certain programs meet educational requirements for licensure in a U.S. state or territory.

Professional licensing requirements and processes vary widely. While the College will make every effort to ensure that the determinations it makes are complete, students are encouraged to consult with an advisor and contact the state or territory where they plan to work to inquire about professional licensure or certification requirements. Only state or territorial licensing boards can determine whether a student's academic preparation has sufficiently prepared them to apply for licensure or certification. The College cannot guarantee any student's attainment of licensure or certification, in any field, in any state or territory.

Definitions

Student location for the purposes of making a determination about a required disclosure is the student's permanent address as listed in the student information system. Students can review and update their permanent address in eServices.

Time of enrollment for the purposes of making a determination about a required disclosure is the time at which the student declares a major. This happens when students apply to the College or subsequently change their major.

Applicable Programs

Federal law requires disclosures for any educational program offered by the institution that is (a) designed to meet educational requirements for a specific professional license or certification required for employment in an occupation, or that (b) is advertised as meeting such requirements.

Determination of applicable programs requiring professional licensure disclosures is made by the Academic Deans in consultation with program faculty. The disclosure requirement applies to programs that:

- are designed or intended to prepare students to meet educational requirements for a specific professional license or certification required for employment in an occupation or reasonably considered in the field to be required for employment; or

are advertised directly or indirectly as meeting educational requirements for a specific professional license or certification required for employment in an occupation.

General Disclosures

On its website, the College will make available a list of all U.S. states or territories for which the institution:

- has determined that its curriculum meets the educational requirements for licensure or certification;
- has determined that its curriculum does not meet educational requirements for licensure or certification; and
- has not made a determination that its curriculum meets the State educational requirements for licensure or certification.

This information will be reviewed and updated annually. Requirements are subject to change and prospective and current students should contact an advisor or the appropriate agency or board in the state or territory where they intend to seek employment to confirm requirements prior to enrolling or continuing in an academic program.

Direct Disclosures

The College will issue direct disclosures in writing to individual student's college-issued e-mail address at the time of enrollment:

- if the institution determines that a program's curriculum does not meet the educational requirements for licensure in the student's state or territory.
- if the institution has been unable to make a determination regarding whether a program's curriculum meets educational requirements for licensure or certification in the student's state or territory.

The College will issue direct disclosures to students who are currently enrolled if it determines that a program does not meet educational requirements for licensure in the student's state or territory or if the institution cannot make such determination. These disclosures will occur within 14 calendar days of making this determination, which may occur because:

- the state's or territory's requirements have changed; or
- the program's curriculum has changed; or
- the student's major has changed; or
- the student's location has changed.

College President: *Arreza Cheib* Date: 5/18/2021

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Date of Implementation: 5/18/2021

Date repealed or replaced:

St. Cloud Technical & Community College

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Chapter S2 – Students

S2.3.1 Professional License Disclosures Procedure

Determination of Applicable Programs

Consistent with the criteria in College policy S3.33 Professional License Disclosures and consulting with program faculty as required, Academic Deans will determine which programs in their division require disclosure:

- when a new program is introduced;
- when the curriculum of a current program is changed;
- and, at a minimum, annually for all programs.

Making a Determination about Applicable Programs

For each program that requires disclosure, the Deans along with program faculty will make a determination for each U.S. state or territory identifying whether the curriculum of the program:

- meets the educational requirements of the state or territory for professional licensure or certification;
- does not meet the educational requirements of the state or territory for professional licensure or certification; or
- cannot be determined to meet or not meet the educational requirements of the state or territory for professional licensure or certification.

Maintaining Disclosures

Annually, in June, the Registrar will request updated disclosure information from the Academic Deans as part of an annual review of all programs. The Registrar will be responsible for updating the general disclosure on the website. The Registrar will be responsible for updating all disclosures sent to current students and will work with the Director of Admissions to update direct disclosures to applicants.

When Academic Deans become aware of new or changing disclosure requirements prior to the annual update, they will notify the Registrar who will follow through with updating disclosures as described in the preceding paragraph.

Direct Disclosures

The Director of Admissions will be responsible for ensuring that disclosures are made to all applicants when they declare a major in a program requiring the disclosure.

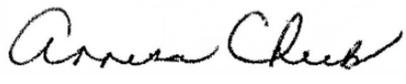
The Registrar will be responsible for ensuring that disclosures are made to all currently enrolled students when:

- they have changed their major to one requiring disclosure;
- they have changed their address to a state or territory requiring disclosure; or
- disclosure requirements for a program change.

All disclosures will be delivered to the student's college-issued e-mail address.

Application Fee

Students who reside in or intend to work in a state where a determination has been made that the College curriculum does not meet professional licensing or certification requirements and such licensure or certification is required for employment may request a refund of their application fee prior to registering for classes. In such cases, the application will be canceled. Refunds will not be issued if the student changes majors and maintains an active application.

College President: _____  _____ Date: 5/18/2021 _____
Date of Adoption: 5/11/2021 _____
Date of Implementation: 5/18/2021 _____
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