

PROFESSIONAL LICENSURE AND CERTIFICATION PROGRAMS – DISCLOSURES AND INITIAL ENROLLMENT REQUIREMENTS

I. Purpose

The purpose of this policy is to comply with CFR 668.43 pertaining to disclosures required for programs leading to professional licensure and certification and CFR 668.14 pertaining to Western Dakota Technical College's (WDTC) compliance with the Title IV Program Participation Agreement (PPA).

II. General Statement of Policy

A. In compliance with CFR 668.43, WDTC provides public disclosures on the College's website to –

1. Inform the public which WDTC academic programs are designed to lead to professional licensure or certification; and
2. In which states and territories each of those programs' curriculum has been determined to meet or to not meet the educational requirements of the state or territory.

The College's marketing department ensures all marketing materials that reference licensure or certification include a general disclosure.

B. In compliance with CFR 668.43, WDTC provides individual disclosures to the following:

1. Applicants to a program designed to lead to professional licensure or certification if the prospective student's location is
 - a.) In a state or territory that the College has determined the program's curriculum does not meet the educational requirements of that state or territory, or
 - b.) In a state or territory that the College has not made a determination whether the program's curriculum meets the educational requirements of that state or territory.
2. Students in a program designed to lead to professional licensure or certification if the College determines the program's curriculum does not meet the requirements of the student's location. Notice will be made to the student within 14 days of the College making such determination.

- C. In compliance with CFR 668.14, WDTC restricts initial enrollment into an academic program if the program is designed to lead to professional licensure or certification.
 - 1. Before a student can be initially enrolled in a program designed to lead to professional licensure or certification, the Registrar's Office must first determine the student's location at time of initial enrollment.
 - 2. If the student's location is in a state or territory that the program's curriculum meets the educational requirements of that state or territory, the student may be initially enrolled in the program.
 - 3. If the student's location is not in a state or territory that the program's curriculum meets the educational requirements of that state or territory, the student cannot be in the academic program unless an attestation is received. The student must attest that they intend to seek employment after graduation in a state or territory where the academic program does meet the educational requirements. The attestation must clearly show the student intends to work in one particular state or territory upon completing the program and that the student understood what the attestation meant.

III. Definitions

- A. Enrollment/Enrolled – Registered for courses in the upcoming or current.
- B. Initial Enrollment Into an Academic Program – once a prospective student is accepted into an academic program and becomes a student, their initial enrollment in the program is the date they first register for their next upcoming term.
- C. Licensure or Certification – state issued and required for employment in a particular occupation or profession.
- D. Location – the current address in the SIS.
- E. Location at Time of Initial Enrollment – the current address in the SIS at the time of initial enrollment.
- F. Prospective Student – Prior to acceptance in an academic program, as dual enrollment, or as non-degree seeking.
- G. Student – Accepted in an academic program, as dual enrollment, or as non-degree seeking (e.g. a student could be a prospective student to Practical Nursing while a student in Surgical Technology.)

IV. Reporting Procedures – None

V. Dissemination of Policy and Training

- A. This policy shall appear on the WDTC website on the policy page.

Legal References: CFR668.43 (a)(5)(v) and (c); CFR 668.14 (b)(32)(ii) and (iii)

Pending Board Approval 9/11/2024