**Kapi‘olani Community College**

**Procedures for Student Disclosures**

State Authorization § 600.9(c)(2)(ii)

1. **Purpose**
	1. Ensure compliance with the 2019 state authorization federal regulations that mandate institutions meet requirements for state reciprocity agreements [34-CFR 600.2], state authorization [34 CFR 600.9(c)], and professional licensure notifications [34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c)].
	2. Provide procedures and language for the purposes of complying with these regulations regarding student disclosures. Compliance is a condition of NC-SARA membership.

# **Definitions**

* 1. **Location:** A student’s location shall be defined as the place in which a student is currently living (e.g. current address or mailing address if no current address exists) at the time of enrollment before making a financial commitment and while enrolled in a professional or occupational licensure or certification program, not the student’s state of residency. See Kapi‘olani CC Procedures for Determining Student Location for more information.
	2. **Licensure Program/Course:** A licensure program or course is any program or course that either issues a license to students upon completion or that prepares students to take a licensure exam or to meet specific licensure requirements for employment in an occupation.
	3. **Student Disclosure:** For the purposes of this document, a student disclosure is the communication to students of a specific piece of information about a license, a licensure or licensure preparation program or course, or an institution that is required for compliance with the 2019 state authorization federal regulations and/or NC-SARA standards.

# **Procedures Regarding the Determination of States in which Licensure Programs/Courses May Be Valid**

Institutions must make a determination of the state in which a student is located both at the time of the student’s initial enrollment in an educational program and upon formal receipt of information from the student that her/his location has changed. This location will then be used for the purpose of disclosing state-specific professional licensure information. In addition to general disclosures on their website, institutions are required to make direct disclosures to students, i.e. prospective and enrolled students must be told in writing (which may include email or other electronic communication) whether a degree program meets the educational requirements for licensing in the state where they are located. These procedures apply to all students and all academic programs or courses leading to professional licensure, regardless of mode of delivery. It is possible to communicate to students that it has not yet been determined whether or not a program or course meets the educational requirements for licensing in the state where they are located, as long as “reasonable effort” has been made to glean this information.

1. Reasonable Effort
	1. **If licensing for this particular field is overseen at the national level**,the Department Chair (DC), Program Coordinator (PC), or identified designee will check annually to ensure that the institution and the program or course are in compliance with any standards or requirements identified by the national government or organization overseeing the pertinent licensing. Students enrolled in the licensure program or course will have continuous access to the public-facing site of this national oversight body. Access can take the form of a link on the website.
2. Website Disclosures
	1. Program web pages must include general information about whether or not the licensure program or course meets the educational requirements for Hawai‘i and for all other states. Each state should appear in one of the following lists:
		1. States for which the curriculum DOES meet the educational requirements for licensure or licensure preparation (including Hawai‘i)
		2. States for which the curriculum DOES NOT meet the educational requirements for licensure or licensure preparation
		3. States for which it has NOT YET BEEN DETERMINED whether or not the curriculum meets the educational requirements for licensure or licensure preparation
	2. Suggested language for the required lists for web pages:
3. *The curriculum in this academic program or course meets the requirements for licensure or licensure preparation in the following states: Hawai‘i [include other states as appropriate]. If you seek licensure in one of these states, you are also encouraged to contact the licensure or certification authority in that state for more information.*
4. *The curriculum in this academic program or course does not meet the requirements for licensure or licensure preparation in the following states: [list states as appropriate]. If you seek licensure in one of these states, you are encouraged to contact the licensure or certification authority in that state for more information.*
5. *It has not yet been determined whether or not the curriculum in this academic program or course meets the requirements for licensure or licensure preparation in the following states: [list states as appropriate and the respective licensing board contact information]. If you seek licensure in one of these states, you are encouraged to contact the licensure or certification authority in that state for more information.*
6. Direct Disclosures
	1. For new students, the disclosure must be sent directly to the students before the student makes a financial commitment to enroll in the program (i.e. before the student’s first payment is due). The student will be sent the disclosure upon acceptance into the program and if the student’s location is not in Hawai‘i, the determination of the studentʻs location will be made using the studentʻs current mailing address.
	2. If a student changes location to another state in any period of enrollment, a direct disclosure communication must be sent to the student regarding professional licensure within 14 days of the location change notification.
	3. Procedure for direct disclosures:
		1. Include direct disclosure language (see below) in admission notification (via regular mail, email, and/or any other admission communication venues).
		2. Include direct disclosure language (see below) with confirmation of change of address form receipt.
	4. Language for direct disclosures:
		1. **If the curriculum in this academic program or course DOES meet the licensure or licensure preparation requirements for the state in which the student is currently residing** (as indicated by current mailing address): *The curriculum in this academic program or course meets the requirements for licensure or licensure preparation in the following states: Hawai‘i [include other states as appropriate, including the state in which the student resides]. If you seek licensure in one of these states, you are also encouraged to contact the licensure or certification authority in that state for more information.*
		2. **If the curriculum in this academic program or course DOES NOT meet the licensure or licensure preparation requirements for the state in which the student is currently residing** (as indicated by current mailing address): *The curriculum in this academic program or course meets the requirements for licensure or licensure preparation in the following states: Hawai‘i [include other states as appropriate]. However, it does not meet the requirements for licensure or licensure preparation for [name the state in which the student currently resides], in which you currently reside. If you seek licensure in this state, you are encouraged to contact the licensure or certification authority in that state for more information.*
		3. **If it has NOT YET BEEN DETERMINED whether or not the curriculum in this academic program or course meets the licensure or licensure preparation requirements for the state in which the student is currently residing** (as indicated by current mailing address): *The curriculum in this academic program or course meets the requirements for licensure or licensure preparation in the following states: Hawai‘i [include other states as appropriate]. It has not yet been determined whether or not it meets the requirements for licensure or licensure preparation for [name the state in which the student currently resides], in which you currently reside. If you seek licensure in this state, you are encouraged to contact the licensure or certification authority in that state for more information.*

# **V. Procedures Regarding Transfer Credit Disclosures**

The Institution’s policy on transfer credit must be disclosed to students via the [campus website](https://www.kapiolani.hawaii.edu/admissions/out-of-state-students/), either on the general website or on program websites, as appropriate. Disclosure can take the form of a link to policy information or can be stated. Such a disclosure must include the following information:

1. A list of the **types of institutions** from which Kapi‘olani CC **will not accept transfer credits**, if any.
2. Any **written criteria used to evaluate and award credit** for prior learning experiences.

# **VI. Procedures Regarding Other Student Disclosures**

**If any of the following situations arise**, they must be disclosed to students via the campus website, either on the general website or on program websites, as appropriate:

1. The use of any **third-party educational services** to deliver some or all of the curriculum or instruction for a program.
2. **Accreditor imposition of a requirement to maintain a "teach-out plan"** and the reasons why this requirement was imposed.
3. **State or federal enforcement action or prosecution** that could result in
	1. accrediting agency adverse action,
	2. revocation of state authorization, or
	3. Title IV eligibility limitation, suspension, or revocation.