

Professional Licensure and Disclosure Policy

Overview:

The U.S. Code of Federal Regulations, specifically 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c) requires disclosures by institutions regarding educational requirements for programs requiring professional licensure or certifications. 34 CFR 668.43(a)(5)(v) outlines institutions must provide relevant information to prospective and enrolled students whether the institution's educational program leads to professional licensure or certification requirements across all U. S. states and territories. This regulation impacts the state or territory in which the enrolled student and prospective student are located.

This policy is effective July 1, 2024.

Definitions:

Compact and Reciprocity Agreement: There is a formal, voluntary agreement among member states, districts, and territories that establishes national standards for interstate offerings of postsecondary courses and programs. Each state and territory has their individual licensure authority and criteria, and each member state/territory adopts comparable legislation that enables individuals who earn a professional license in one approved program to gain licensure in another state/territory.

Current Student: Student(s) is an individual currently enrolled in a Central Christian College of Kansas academic program of study.

Distance Education: Department of Education defines distance education that a student who is enrolled in at least one course offered through distance education during their first term of enrollment, then they are a distance education student.

Professional licensure program: An academic degree program that can result in a professional licensure or certification that meets a professions industry and/or occupational requirements in terms of knowledge, experience, and currency.

State/Territory: A State of the Union (United States of America), American Samoa, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico, the District of Columbia, Federated States of Micronesia, Guam Republic of Palau, U.S. Virgin Islands.

Student location: is defined for the purpose of educational requirements as follows:

- The state where the enrolled student resides and is based on the permanent home address entered into the Student Information System (SIS) (unless there is an exception noted; see *Distant Education*).
- Prospective Students, this is the state where the prospective student resides at the time that that student applied for admissions, intends to enroll, and is entered into the CCCK Student Information System (unless the *distant education* exception is applied).

- Students whose permanent address is outside of the United States or U.S. Territory, their location will be considered to be the institution (unless the *distant education* exception is applied).

The student's location of residence will remain in effect until the student notifies the institution in writing of the changes of permanent address recorded in the Student Information System.

When the student notifies the institution of their permanent location change the Student Information System will be updated and the date that the SIS is updated is the effective date of the student's updated location pertaining to this policy.

If there is an updated address location provided the institution has 14 business days to provide a direct disclosure to the student if it has been determined that that program's curriculum does not meet the state's educational requirements for licensure based on the student's updated location.

Annually the academic programs will be required to evaluate and update the state to state requirements concerning whether CCCK's program 'meet' or 'do not meet' the state requirements as needed.

Disclaimer

Central Christian College of Kansas (CCCK) does not grant licensure; rather, licensure is provided by each state's or territory's licensure board or agency once a CCCK student has graduated and applied for the license. CCCK does not guarantee that any of its graduates will be able to obtain the specified license. In good faith, CCCK has made every effort to determine how its academic programs align with each state's or territory's licensure requirements. However, CCCK's efforts do not influence the final decision of any state's or territory's licensure board. Students graduating from CCCK with a degree in teacher education are required to first obtain Kansas Teacher Licensure before applying for licensure in another state or territory.

CCCK's Elementary Education Program

The CCCK Elementary and Physical Education programs are aligned to CAEP standards adopted by the Kansas State Department of Education. In addition, CCCK's Elementary and Physical Education programs are aligned with InTASC/KEPP Professional Education Standards.

Consulting Firm: The Bookmark

CCCK has partnered with the consulting firm The Bookmark to assist in determining curriculum requirements. The Bookmark staff have guided CCCK on whether each state, territory, or district requires a curriculum comparison. When such comparisons are necessary, The Bookmark provides additional legislative narratives relevant to the specific state, territory, or district.

Policy and Procedure:

If an academic program offered by Central Christian College of Kansas (CCCK) is in place to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as needing the licensure or certificate, information whether completing the academic program meets the licensure requirements for a particular state or territory is required thus,

- A list of states/territories for which the institution has determined that its program curriculum meets the specific State/Territory educational requirements or certification; and
- A list of states/territories for which the institution has determined its program curriculum does not meet the state educational requirements for licensure or certification.

According to 34 CFR 668.43(c), if an educational program does not meet the state's requirements for professional licensure or certification, the institution must directly inform the student in writing. This notification, which can be sent via email, letter, or other electronic communication, must occur before the student enrolls in the program or makes any financial commitment to the institution.

If an institution later determines that an enrolled program does not meet the licensure or certification requirements in the student's state, the institution must notify the student directly within 14 calendar days of this decision. This notification must be in writing, typically through email, letter, or other electronic communication. This situation is expected to arise most often when a program loses its approval in the state where the student is located.

If it is disclosed to the student that the program curriculum does not meet the state requirements where they are located, the student may still enroll if they receive information about their state's licensure status and attest that they will seek employment in a state where the program's curriculum meets the requirements. In such cases, individual direct disclosures will be provided. According to program participation agreement regulations, students from states or territories where the program does not meet requirements cannot be enrolled. Only prospective students using the attestation process or exception will be allowed to enroll in the program.

When a CCCK academic program participates in a compact or reciprocity agreement, it will first determine if the participating state requires a curriculum comparison. For states that do not require such a comparison, no comparison will be conducted, but it will be noted that the program meets the educational requirements of the compact or reciprocity agreement. For states requiring a curriculum comparison, or if the state is not part of a compact or reciprocity agreement, the program will conduct the necessary comparison. The results will be disclosed to individual students based on their state's designation as either 'meeting' or 'not meeting' state requirements. Additionally, any

other state-specific requirements will be noted and disclosed to each student as appropriate, regardless of whether a curriculum comparison is required.

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- Prospective Students, this is the state where the prospective student resides at the time that that student applied for admissions, intends to enroll, and is entered into the CCK Student Information System (unless the *distant education* exception is applied).
- Students whose permanent address is outside of the United States or U.S. Territory, their location will be considered to be the institution (unless the *distant education* exception is applied).

The student's location of residence will remain in effect until the student notifies the institution in writing of the changes of permanent address recorded in the Student Information System.

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If there is an updated address location provided the institution has 14 business days to provide a direct disclosure to the student if it has been determined that that program's curriculum does not meet the state's educational requirements for licensure based on the student's updated location.

Annually the academic programs will be required to evaluate and update the state to state requirements concerning whether CCK's program 'meet' or 'do not meet' the state requirements as needed.