

Policy Manual



Title: Professional Licensure Disclosures	Number: 6Hx2-4.31
Legal Authority: <i>United States Code of Federal Regulations 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c)</i>	Page: Page 1 of 4

GENERAL STATEMENT

This policy is to ensure Broward 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 certain disclosures for programs that lead to a professional licensure or certification necessary for employment, regardless of the program's modality. This regulation requires institutions to determine the state in which a student is located for the purpose of disclosing if applicable program curriculum meets state-specific requirements.

Colleges that do not comply with U.S. Code of Federal Regulations 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c) risk ineligibility for Title IV funding and jeopardize the College's State Authorization Reciprocity Agreement (SARA) memberships.

Professional Licensure Disclosures

General public disclosures

Federal Regulation 34 CFR 668.43(a)(5)(v) requires an institution to make readily available to prospective and enrolled students information about whether programs leading to professional licensure or certification meet educational requirements. Broward College's public professional licensure disclosures can be found at <https://www.broward.edu/academics/professional-licensure/>.

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) A list of all states for which the institution has determined that its curriculum *meets* the state educational requirements for licensure or certification;
- (B) A list of all states for which the institution has determined that its curriculum *does not meet* the state educational requirements for licensure or certification; and
- (C) A list of all states for which the institution has *not made a determination* 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.

History: <i>Adopted on March 28, 2023</i>			
Approved by the Board of Trustees	Date: 03/28/2023	President's Signature 	Date: 03/28/2023

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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.

Enrolled 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.

Student Location

For the purpose of this policy, institutions must determine student location (i.e., state) in order to disclose state-specific professional licensure information:

1. At the time of the student’s initial enrollment in an educational program
2. Upon formal notification by the student of a change in the student’s location

All other College system policies that determine Florida residency for the purpose of tuition assessment are not superseded by this policy.

Prospective student location

For the purpose of this policy, a prospective student’s location is the state of the prospective student’s residency at the time the student has applied for admission, intends to enroll and is then entered into the student record system. 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 Florida.

Enrolled student location

The student location for enrolled students is the state where the enrolled student resides and is based on the permanent home address entered into the student record system. 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 Florida.

Change of 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.

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THE POLICY and THE STUDENT

Students should review the specific academic requirements for the program in which they are enrolling, including those related to practicum/internship as well as pre-qualifications for licensure, such as the need for a criminal background check. We highly recommend that students contact the applicable licensure board(s) in their state of residence or in the state where they intend to obtain a license before beginning an academic program that results in licensure and prior to beginning any internship/practicum. Many licensure boards require more than successful degree completion to obtain a license. Please be advised that state laws, regulations, and policies may change at any time. Changes in requirements can impact the program's ability to meet educational requirements for licensure. It is the responsibility of the student completing the licensure program to check with the licensing board(s) in their state of residence or in the state in which they intend to obtain a license for the most recent information and requirements. Broward College shall not be held liable if the student is unable to qualify for licensure or certification in any jurisdiction or cannot obtain a practicum/internship location.

Students will follow procedure A6Hx2-4.31 to officially notify the College of a change in their permanent address. If a student is considering relocating, they will contact their respective program to discuss potential specific state requirements for their program's applicable licensure board(s) in the state where they intend to obtain a license.

THE POLICY and THE FACULTY AND STAFF

The College will comply with the federal regulation by maintaining a list of general public disclosures found at <https://www.broward.edu/academics/professional-licensures/>.

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.

IMPLEMENTATION and OVERSIGHT

The President has the authority to delegate the responsibility of establishing procedures to implement this policy. The Vice Provost for Academic Affairs is responsible for the implementation and oversight of policy compliance.

VIOLATION OF POLICY BY STUDENT

Students that do not report their change of location to another state may not be provided an accurate direct professional licensure disclosure. Relocating during a program to another state may impact the student's ability to remain in the program, meet the state licensure requirements and/or continue to receive financial aid funding. Prior to considering relocation, the student must contact their program to discuss authorization and licensure eligibility requirements.

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VIOLATION OF POLICY BY FACULTY & STAFF

Faculty and Staff are required to comply with all applicable Federal and State regulations and College ethical standards of conduct as required by College Policy 6Hx2-3.38. Staff who violate this policy are subject to discipline, up to and including termination.

Full-time Faculty who violate this policy will be subject to disciplinary action up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

Adjunct Faculty who violate this policy will be subject to disciplinary action up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

DEFINITIONS

Current students

Students who are currently enrolled and actively taking classes in a Broward College educational program.

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 requirements of a state board. Optional certifications administered through the private sector fall outside the scope of this policy.

Prospective student

A person who has completed an application for admission into Broward College but has not attended the first day of class and therefore does not yet have a financial commitment to the College.

Students

Students include current students and prospective students.

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