

Procedure Manual



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PROFESSIONAL LICENSURE DISCLOSURE

Background

Broward College offers several programs leading to professional licensure within the State of Florida. States vary in what professions they require to be licensed and how licensure functions. Some states require an individual to graduate from an approved program. Others require an individual to “meet [the] certification requirements of a national organization”. A specific amount of training and/or the passing of an exam based on a state required score may be required. Often, licensed professionals must complete continuing education on an annual basis (National Center for Complementary and Integrative Health, 2018).

Location


Per 34 CFR 668.43(c)(3)(ii), institutions must provide the Department of Education with the institutional determination of where the student is located upon request. To achieve this, an institution must establish policies or procedures to consistently determine where students are located. Institutions must determine where a student is located both at the time of enrollment in an institution and after receiving information provided by the student indicating that the student's location has changed.

Broward College collects location information from students as part of the application process wherein students are asked to provide their local address. The local address is used to determine the student's physical location. The student is asked to verify their address every semester as part of the course registration process. Student location data is intended to be used for reporting to state and federal entities.

The determination of a student's location is made at the time of application. The College's student information system of record maintains the student's application for admission. The completed application is used for determining the student's location. A student's initial location at the time of enrollment is documented in the Local Address field in Broward College's official student information system of record and is defined as where a student is physically located.

Responsibility of Students

Students should review the specific academic requirements for the program in which they are enrolling, including those related to practicum, internship, and pre-qualifications for licensure such as the need for a criminal background check. It is the student's responsibility to contact the applicable licensure board(s) in their state/country of residence or in the state/country where they intend to obtain a license before beginning an academic program that results in licensure and prior to beginning any internship or 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 confirm with the licensing board(s) in their state/country of residence, or in the state/country in which they intend to obtain a license, for the most recent information and requirements. Broward College shall not be

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held liable if the student is unable to qualify for licensure or certification in any jurisdiction or cannot obtain a practicum/internship location.

Student Relocation Responsibilities

Relocating to another state during the course of a program 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, students must contact their program Associate Dean to discuss authorization and licensure eligibility requirements.

Students are required to notify the College of a change in location. During the registration process each semester, an automated system prompts students to verify and, if necessary, update their Local Address through BC's online student portal (my). Address updates are recorded in the College's system of record. Students may update their Local Address at any time in Maybe.

International Student Responsibilities

Prior to enrolling in any program at Broward College, prospective students living and/or working outside of the United States should confirm with the appropriate certifying agency whether successful completion of any degree program at Broward College will meet the credentialing requirements of the country in which they intend to seek employment, as to certain types of employment or for advanced/specialized educational programs.


LICENSING DISCLOSURES

The curriculum for programs customarily leading to licensure at Broward College have been designed to meet the licensure/certification requirements in Florida as well as prepare students to apply for licensure exams in the State of Florida. The licensure boards in each state are responsible for establishing the requirements for licensure/certification for their state. Students who intend to return or move to any state other than Florida need to review the professional licensure disclosures pertaining to their program and consult with the state professional licensing board. The state professional licensing boards make the ultimate decision as to whether or not an individual will be eligible to sit for licensure based on the rules and regulations in place at the time the individual submits their application for licensure.

TYPE OF LICENSURE DISCLOSURES

34 CFR 668.43(a)(5)(v)- General Disclosures

Per 34 CFR 668.43(a)(5)(v), an institution must provide disclosures if a program is designed to meet the educational requirements for a specific professional license or certification required for an occupation; or advertised as being a program that meets professional licensure educational requirements in a state for that specific occupation. The institution is required to disclose, for each state, whether the program did or did not meet the educational requirements for that state or whether the institution is unable to make such a determination. Broward College's public professional licensure disclosures can be found at <https://www.broward.edu/academics/professional-licensure/>.

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The Office of Workforce Education & Innovation will collect program status changes from the Pathway Deans to update the public professional licensure disclosure page.

34 CFR 668.43(c) Direct Disclosures

Prospective Students

Prior to enrollment, direct disclosure is made if the program (whether hybrid, face-to-face or online) does not meet OR the institution has not made a determination whether the program meets education requirements in the state where a student is located. The regulations state that "regarding the timing of these disclosures, the Department expects that the institution will provide this disclosure **before a student signs an enrollment agreement, or in the event that an institution does not provide an enrollment agreement, before the student makes a financial commitment to the institution.**

Broward College shall include a direct disclosure to prospective students in their 'Welcome Letter' sent via email.

Enrolled Students


If the student is enrolled in a program and the institution makes a determination that the program does not meet educational requirements in the state where the student is located, the institution has **14 calendar days** to notify the student.

Broward College shall include direct disclosures to enrolled students in the annual Consumer Information Guide and in emails sent to all students each semester.

(3)(i) Disclosures under paragraphs, (c) (1) and (2) must be made directly to the student in writing, which may include email or other electronic communication

34 CFR 600.9(c) Direct Disclosures- College Processes

Upon request, the institution must document to the U.S. Department of Education (DOE) the disclosure process used by the institution to determine the licensure and certification programs and the process for identifying student location. This requires an institution to develop processes for creating, maintaining and reporting on the disclosure of licensure and certification. This requires regular review of licensure and certification information as well as updating information on the College website. <https://www.broward.edu/academics/professional-licensure/>.

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