

College Procedure: 502.7 – Professional Licensure Disclosure
Policy Reference: 502 – Student Rights and Assurances
Responsible Department: Institutional Effectiveness
Approval Authority: Cabinet
Procedure Owner: Vice President, Institutional Effectiveness
Effective Date: 5/24/2023

Version Number: 1
Legal Counsel Reviewed (yes/no): No
Legal Reference(s): N/A
Scope: College-wide

Reason for Procedure

National Archives and Records Administration, Code of Federal Regulations 34 CFR 668.43(a)(5)(v) states institutions must disclose educational programs designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation or advertised as meeting such requirements. The following disclosures are required to comply with 34 CFR 668.43(a)(5)(v):

- General Disclosures:
 - List all professional licensure programs on the institution’s website with state determinations.
 - Professional licensure programs must state, the program leads to or is advertised to lead to professional licensure on the program’s webpage.
- Direct disclosures to students:
 - Send disclosure to students whose location is not Iowa AND have an activated professional licensure program prior to enrollment.
 - Send disclosure to students who are enrolled in a professional licensure program and their location is a state where there has been a determination change within 14 calendar days.

The Procedure

For the purpose of professional licensure disclosure compliance, Kirkwood determines:

- A student’s location as the state listed in the permanent address. In instances where a student’s location is not a U.S. state or territory, their location will be considered the state of Iowa. A student is enrolled when they have an activated program of study AND are registered for classes in the current or following term.

Student addresses are collected from the application for admission. Students can update their address at any time through the MyHub student portal. Students are asked to confirm their address through the reapplication for admission/major change request.

Direct Student Disclosures

Enrollment Services runs a weekly report identifying students in a professional licensure program whose location is a U.S. state other than Iowa or a U.S. territory. Identified students are sent a disclosure to their Kirkwood student email through Colleague. Documentation of these direct disclosures is stored in Colleague.

Every spring, Institutional Effectiveness notifies academic deans to review professional licensure programs and state determinations. If a change in state determination is identified, Institutional Effectiveness notifies IT to update the report used by Enrollment Services to send direct disclosures through Colleague to students in the professional licensure program whose location is the state or territory that had a change in determination within 14 calendar days of the determination change. Documentation of these direct disclosures is stored in Colleague.

Web Disclosures

Institutional Effectiveness notifies Marketing if there are changes in professional licensure programs and state determinations. Marketing will update Kirkwood’s Professional Licensure Disclosure and individual program websites accordingly.

Definitions

Term	Definition
Activated Program	Program on file that has an active status.
Enrolled Student	A student who has an activated program and is registered for classes in the current or following semester.
Permanent Address	The address students would use on their tax return and where their diploma can be mailed when they graduate. For students living away from home, this is where their parents live.
Professional Licensure Program	A program that leads to professional licensure or certification that is required for employment in an occupation, or is advertised as meeting such requirements.
State Determination	The designation given to each U.S. state or territory identifying if the program’s curriculum meets, does not meet, or has not been determined to meet state or territory licensure or certification requirements.
Student Location	The U.S. state or territory listed in the student’s permanent address. If the student’s permanent address is not a U.S. state or territory, their location will be determined as Iowa.

	*Student location determination is not the same as residency status. For questions on residency status, view the Residency Policies on https://www.kirkwood.edu/get-started/enrollment/policies .
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Resources

[Code of Federal Regulations](#)

[Kirkwood's Licensure and Certification Disclosure Website](#)

Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
	5/24/2023	Cabinet	New procedure