The California State University
OFFICE OF THE CHANCELLOR

Guidance for Campuses on Professional Licensure and Certification Disclosure to Students
August 31, 2020

Federal regulations require higher education programs that are intended to meet professional licensure and certification requirements to disclose to students whether the program meets licensure and certification requirements in other states. The regulations, which were enacted on Nov. 1, 2019, can be found at 34 CFR §668.43(a)(5)(v). The regulations took effect July 1, 2020.

The disclosure must be **both**:

- **Publicly** posted on the program's website and/or catalog; and
- **Individually** directed to the student before they enroll.

The disclosure applies to **all modalities of instruction** – face-to-face, online, hybrid or other.

TWO TYPES OF DISCLOSURE

- **Public disclosure** – The disclosure must be publicly posted on the program's website and/or in the program's catalog by July 1, 2020. The CSU Chancellor's Office has posted the required disclosure on the calstate.edu website; affected programs can link to this disclosure in order to comply with the regulations. Eventually the campuses and affected programs should develop their own approaches to compliance.

- **Individual disclosure** – Before a student is enrolled, the program must individually disclose to them whether the institution has or has not determined that the program meets the educational requirements for licensure or certification in the state in which the prospective student is located. Individual disclosure may be undertaken by email or other electronic communication. 34 CFR 668.43(c)(1) et.seq.

PROGRAMS REQUIRED TO DISCLOSE

In order to determine whether your program is required to disclose under the new regulations, you would answer yes to **either** of the following questions:

- Are practicing professionals in your field of instruction professionally licensed or certified?
- Is professional licensure or certification either mandatory or optional to practice in your field of instruction?

TITLE IV ELIGIBILITY

The regulations link compliance to Title IV eligibility. Taking good faith steps toward compliance in a timely fashion is important to ensure that CSU students continue to have access to federal student financial aid.

ASSISTANCE AND CONSULTATION

If you have questions about compliance, please contact Assistant Vice Chancellor and State University Dean, Academic Programs, Dr. Melissa Lavitt at mlavitt@calstate.edu.