



Professional Licensure Disclosures Statement

What is a Professional Licensure Program?

A Professional Licensure Program is an academic program that is intended to (or advertised to) satisfy educational prerequisites for a State-issued professional license, certification, or other credential offered by a third party, that is required for employment in an occupation.

What is a professional licensure disclosure?

Professional licensure disclosures are announcements made by the University that provide information to the general public (e.g., public disclosures) or by directly notifying students (e.g., direct disclosures) about whether programs customarily leading to professional licensure or certification meet educational requirements for licensure or certification in a particular state. (See the Professional Licensure Table for a list of qualifying programs.)

How does my academic program fit in?

Saint Francis University academic programs are designed to meet educational prerequisites for applicable licensure or certification in the Commonwealth of Pennsylvania. Completion of a Saint Francis University academic program may not meet educational requirements for a license or certification in another state.

The University makes every effort to disclose accurate and current information regarding educational requirements for professional licensure or certification. However, state requirements may change at the discretion of the state licensing board. In addition to educational requirements, State licensure boards may require completion of professional examinations, years of experience, application and licensing fees, fingerprint submissions, criminal background checks, etc. Continuing education may also be required for maintenance of licensure or certification. If you are planning to pursue professional licensure or certification in a State other than Pennsylvania, it is strongly recommended that you contact the appropriate licensing entity in that state to seek information and guidance regarding licensure or certification requirements before beginning an academic program.

If questions remain after reviewing the information in this publication, you are encouraged to contact the academic department. While the department can provide guidance, it is ultimately your responsibility to check with the state where you intend to seek licensure to confirm all requirements for licensure or certification.

Why am I receiving this disclosure statement directly?

In accordance with federal regulations, specifically 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c), and as a State Authorization Reciprocity Agreements (SARA) participating institution, Saint Francis University provides public and direct disclosures to prospective and enrolled students in regard to its Professional Licensure Programs.

The University has provided this Direct Disclosure Statement to you because:

1. You are considering enrollment in a Professional Licensure Program and the University has made determinations regarding authorization or licensure requirements that we are required to disclose to you; or
2. You are currently enrolled in a Professional Licensure Program, and changes were made by the University regarding its authorization or licensure determinations since you initially enrolled.

Refer to the Direct Disclosures section of this publication.

Programs customarily leading to professional licensure or certification are listed in the University's Professional Licensure Table.

What is the difference between Public Disclosures and Direct Disclosures?

Public Disclosures:

The University makes information on its academic programs readily available to its enrolled and prospective students. The University provides public disclosure of information regarding Professional Licensure Programs on its Student Consumer Information website in the Professional Licensure Table which indicates whether completion of the Professional Licensure Program would be sufficient to meet educational requirements for licensure in a State for that occupation, and includes:

- A list of all States for which the institution has determined that its curriculum **meets** the State educational requirements for licensure or certification;
- 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
- 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.

Accordingly, academic department chairs administering such programs, and who serve as content experts, will annually investigate rules of professional licensing boards to determine if their program meets, does not meet, or they are not able to make a determination regarding state requirements for licensure or certification. These public disclosures will indicate the States where the University has determined through reasonable, good faith effort, that the Professional Licensure Program does or does not meet the applicable professional licensure education requirement or the University has not yet made a determination.

These public disclosures are in accordance with the federal regulatory requirements set forth in 34 CFR 668.43(a)(5)(v) and SARA Rules.

Direct Disclosures:

Prospective Students: A direct disclosure is required by 34 CFR 668.43(c) by the University to the prospective undergraduate or graduate students, in writing, if:

1. the curriculum of the intended Professional Licensure Program **does not meet** State educational requirements for licensure or certification in the State in which the prospective student is located; or
2. the University has **not made a determination** regarding whether the program's curriculum meets State educational requirements for licensure or certification.

In accordance with SARA regulations, the University will provide the student with current contact information for any applicable licensing boards, and advise the student to determine whether the program meets educational prerequisites for licensure in the State where the student is located. The notice must be provided, in writing (email or letter), prior to the student's enrollment in the program (e.g., tuition deposit or other financial commitment).

Enrolled Students: A direct disclosure is required under this regulation if the University makes a later determination that the curriculum of a Professional Licensure Program **does not meet** the State educational requirements for licensure or certification in a State in which a student who is currently enrolled in such program is located. The notice must be made to the student, in writing (email or letter), within 14 calendar days of making such determination.

It is anticipated that this provision would happen most often when a program loses its approval in a State, or the student relocates. Changes to student location will be upon formal receipt of information from the student that the student has changed to another State. (*Refer to Student Location Policy.*)

Important Note for Relocating During the Course of a Program

Should a prospective or current student relocate to a State or country in which Saint Francis University is not authorized to provide distance education or otherwise exempt, continued enrollment cannot be guaranteed. This may also impact whether that student can meet educational requirements for licensure or certification, receive financial aid funding and/or veteran's benefits. If students are considering relocating, they should contact their program administrator to check for authorization and licensure eligibility requirements.

Student Location Determination

The University makes a determination regarding the State in which a student is located in accordance with its policies and procedures which are applied consistently to all students. For purposes of this policy, student location is determined based on the University's Student Location Policy.

The University will, upon request, provide the U.S. Secretary of Education with written documentation of its determination of a student's location, including the basis for such determination (34 CFR 668.43(c)(3)(ii)).

I received this direct notification. What are my responsibilities?

Prospective students considering an academic program that may allow them to pursue professional licensure or certification are responsible for carefully reviewing the information in this publication, consulting the Professional Licensure Table for their program of interest, and contacting the appropriate licensing board to seek information and additional guidance in any State in which they plan to obtain licensure or certification before beginning their course of study to verify whether a program meets educational requirements for licensure or certification in the state.

Currently enrolled students receiving this notification should be aware that a change has likely occurred in the University's determination of an academic program meeting educational prerequisites for licensure or certification in a particular State. Students are responsible for carefully reviewing the information in this publication, consulting the Professional Licensure Table to review any changes in the University's determination of the status of the academic program meeting (or not) meeting State educational requirements for licensure or certification in the State where the student is located.

Professional Licensure Table

The University's Professional Licensure Table is made available on the State Authorization and Regulatory Compliance website at <https://www.francis.edu/State-Authorization/>.

Have Questions?

Questions related to this publication may be directed to academic program administrator or to the Director of Academic Compliance, at academiccompliance@francis.edu or (814) 472-3199.