

Professional Licensure and Certification Disclosure and Attestation Policy and Procedures

1. Purpose

The University of South Alabama (USA) complies with federal Title IV regulations governing professional licensure and certification programs. The Office of Institutional Effectiveness (OIE) coordinates the University's approach to compliance with federal regulations related to programs that lead to professional licensure or certification, including requirements for public and individualized disclosures and attestations.

This policy implements the professional licensure disclosure and written acknowledgment requirements set forth in 34 C.F.R. §§ 668.14(b)(32), 668.43(a)(5)(v), and 668.43(c). It incorporates applicable definitional and state authorization provisions under 34 C.F.R. §§ 600.2 and 600.9(c)(2)(iii), issued under Title IV of the Higher Education Act of 1965.

Programs that lead to professional licensure or certification must ensure that licensure determinations are accurate, current, and communicated in accordance with federal requirements. Programs may not independently publish licensure compliance determinations without verification through OIE.

As an institution accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), USA is required to maintain compliance with applicable federal regulations governing Title IV eligibility. Failure to comply with federal regulations may result in the loss of Title IV eligibility and accreditation status.

2. Applicability

This policy applies to programs that are designed to meet educational requirements for professional licensure or certification and are eligible to participate in Title IV federal financial aid programs. Programs in which licensure is not required for entry into the profession or for graduates to obtain employment in the field may be excluded from the scope of this policy.

3. Definitions

Licensure Program: Defined by the Department of Education (ED) as an educational program “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.”¹

Licensure Determination: A list of states and territories where the institution has determined that the program meets “applicable educational requirements for professional licensure or certification.”²

Student Location: Where the student is physically located while engaging in instruction. This address may differ from the student’s permanent address. According to ED, “An institution must make a determination regarding the State in which a student is located at the time of the student’s initial enrollment in an educational program and, if applicable, upon formal receipt of information from the student, in accordance with the institution’s procedures, that the student’s location has changed to another State.”³ Students who reside on campus or provide a physical address in Alabama are not required to complete an attestation.

Time of Enrollment: For purposes of State Authorization compliance, time of enrollment in a program occurs at Census, which typically falls on the eleventh (11th) instructional day of each semester. This aligns with Institutional Research enrollment data practices, as USA uses the information collected at Census for Integrated Postsecondary Education Data System (IPEDS) and SACSCOC Profile of Enrollment Information reporting. According to ED, institutions may “develop procedures for determining student location that are best suited to their organization and the student population they serve.”⁴ While USA defines time of enrollment as Census, required disclosures are issued prior to financial commitment in accordance with federal regulations.

Attestation: A legal document required under 34 C.F.R. § 668.14(b)(32) confirming that a student understands the program does not meet educational requirements for licensure in the state where the student is physically located and that the student intends to seek employment in a state where the program meets such requirements.⁵ At USA, the attestation is called the Licensure Program Requirement Form.

Distance Education Course: Defined by ED as “Education that uses one or more of the technologies...to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously.”⁶ Defined by SACSCOC as “a formal educational process in which the

¹ 34 C.F.R. § 668.43(a)(5)(v), [https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-D/section-668.43#p-668.43\(a\)\(5\)\(v\)](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-D/section-668.43#p-668.43(a)(5)(v))

² *Id.* § 668.43(a)(5)(v)

³ 34 C.F.R. § 600.9(c)(2)(iii), [https://www.ecfr.gov/current/title-34/part-600#p-600.9\(c\)\(2\)\(iii\)](https://www.ecfr.gov/current/title-34/part-600#p-600.9(c)(2)(iii))

⁴ U.S. Department of Education, “Student Assistance General Provisions, The Secretary’s Recognition of Accrediting Agencies, and The Secretary’s Recognition Procedures for State Agencies,” *Federal Register* 84, no. 212 (November 1, 2019): 58834, <https://www.federalregister.gov/d/2019-23129/p-134>

⁵ 34 C.F.R. § 668.14(b)(32), [https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-B/section-668.14#p-668.14\(b\)\(32\)](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-B/section-668.14#p-668.14(b)(32))

⁶ 34 C.F.R. § 600.2 “Distance Education”, [https://www.ecfr.gov/current/title-34/part-600/section-600.2#p-600.2\(Distance%20education\)](https://www.ecfr.gov/current/title-34/part-600/section-600.2#p-600.2(Distance%20education))

majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or other digital media if used as part of the distance education course or program.”⁷ The University of South Alabama has codified seven course modality types, five of which meet the definition of distance education: Integrated Hybrid, Remote Scheduled, Remote Hybrid, Remote Independent, and Multi-Access.⁸

4. Policy Guidelines

4.1 Licensure Program Disclosures [34 C.F.R. § 668.43(a)(5)(v) and (c)]

Professional licensure program disclosures were implemented by federal regulation in 2019.

For each licensure program, the University must disclose a list of all states where:

1. the program curriculum meets state educational requirements for licensure or certification;
2. the program curriculum does not meet state educational requirements for licensure or certification; and
3. the program has not made a determination that its curriculum meets the state educational requirements for licensure or certification.

This information must be provided to prospective students before they make a financial commitment to the University, provided to enrolled students in accordance with federal regulations, and made publicly available on the University’s website.

OIE relies on the content experts (program coordinators, department chairs, and colleges) to evaluate program curriculum and update licensure determinations as needed.

4.1.1 General Disclosures

Disclosure information must be made available to the general public. OIE provides the General Disclosure on the State Authorizations webpage, <https://www.southalabama.edu/departments/institutionaleffectiveness/stateauthorizations.html>.

4.1.2 Individual Disclosures (also referred to as Direct Disclosures)

USA is required to notify prospective and enrolled students if the program meets the requirements for licensure in their state of residence. Individual disclosures must be made directly to the prospective or enrolled student in writing, which may include through email or other electronic communication.

⁷ Southern Association of Colleges and Schools Commission on Colleges, *Distance Education and Correspondence Courses*, Policy Statement (September 2020), <https://sacscoc.org/app/uploads/2019/07/DistanceCorrespondenceEducation.pdf>

⁸ University of South Alabama, *Policy on Course Formats Implementation Guide* (July 2026)

Prospective Students

Prior to enrollment, a prospective student must be notified if:

- a determination has been made that the program does not meet licensure requirements in the state in which the prospective student is located; or
- a determination has not been made regarding whether the program meets licensure requirements in the state in which the prospective student is located.

Students must receive this disclosure before signing an enrollment agreement or before the student makes a financial commitment to the institution.

Enrolled Students

Within 14 calendar days, a current student must be notified if:

- there are changes to the program's licensure determinations; or,
- a student moves to a new state where the program does not meet the educational requirements.

Required Components

Individualized disclosures are required to include the following information:

- Must clearly indicate which states the academic program meets or does not meet the requirements for licensure/certification. If a determination has not been made for certain states, they should be treated as though the program does not meet the requirements for licensure.
- Current contact information for any applicable licensing boards.
- USA Departmental Contact information, should the student have questions or need assistance.

4.2 Attestations [34 C.F.R. § 668.14(b)(32)]

Recent changes to federal regulations impact USA's ability to enroll students into licensure programs. Students enrolled in an online/distance education course might need to complete an attestation as indicated below.

Federal regulations require institutions to determine the student's physical location while engaged in instruction. Students residing in on-campus housing, living off-campus in the Mobile area, or located in a state where the program meets requirements for licensure/certification are exempt from completing an attestation, as the instruction is taking place in a state where requirements are met.

Attestations serve as the official record that the student has knowingly enrolled at an institution where the education being provided will not qualify them for licensure in the state where they are located. USA can enroll students only if they have attested that, after graduation, they intend to seek employment in a state where the program meets the licensure/certification requirements.

4.2.1 Criteria

Attestations are only required at the “time of enrollment” in the academic program when newly admitted students and students who have changed programs meet ALL of the following criteria:

- Enrolled in a program leading to licensure;
- Enrolled in an online course; and,
- Located in a state where the program does not meet the state educational requirements for licensure or certification. If a determination has not been made for certain states, they should be treated as though the program does not meet the requirements for licensure.

4.2.2 Required Components

Must include the student’s:

- Intended program of study
- State of residency
- State where the student intends to seek employment after graduation

4.2.3 Licensure Program Requirement Form

USA’s attestation is called the Licensure Program Requirement Form. This form has been approved by USA’s General Counsel and also serves as a Direct Disclosure, informing students that their intended program of study does not meet the educational requirements for licensure for the address currently on file.

5. Procedures

The following procedures operationalize the policy requirements described above.

5.1 Licensure Program Disclosures

5.1.1 Approval

Direct Disclosure memos are vetted and approved by OIE to ensure compliance with federal regulations.

5.1.2 Prospective Students

In accordance with federal regulations, Direct Disclosures are sent to prospective students prior to enrollment and financial commitment.

Undergraduate Students & Teacher Licensure Graduate Students

Upon application, Direct Disclosures are sent directly to all students, regardless of location. An additional disclosure is sent to students upon acceptance of the admission. This process is managed by the Office of Enrollment Services.

Graduate Students (Non-Teacher Licensure)

Upon acceptance into the program, Direct Disclosures are sent directly to all students, regardless of location. This process is managed by academic programs, departments, and/or colleges.

5.1.3 Enrolled Students

This process is designed to ensure compliance with federal requirements to notify students who have moved to a new state where the licensure program does not meet educational requirements for licensure within fourteen (14) calendar days and meet requirements for notifying students who have changed their program of study.

Student Location Verification

During the first fourteen (14) calendar days of the semester, students receive a notice in USA's Learning Management System encouraging them to update their address to the address where they are physically residing. This serves as the official time period for updating student locations.

Census

Serves as *Time of Enrollment* for newly enrolled students to the University and students who have changed their program of study.

Direct Disclosure

Licensure programs send approved Direct Disclosure memos to all enrolled students, regardless of location. Confirmation of distribution is sent to OIE. This action must occur by the end of the fourth (4th) week of the semester to ensure compliance with federal notification requirements.

Updates to Disclosure

Licensure programs regularly monitor licensure educational requirements and propose updates to disclosure determinations when appropriate. OIE updates the approved disclosure memo, which the licensure program sends to students upon approval. OIE also updates the General Disclosure.

Record Keeping

OIE reminds licensure programs of Direct Disclosure deadlines and maintains a repository of all Direct Disclosure communications sent to enrolled students and approved Direct Disclosure.

5.1.4 General Disclosures

OIE maintains and publishes General Disclosures on USA's State Authorization webpage, <https://www.southalabama.edu/departments/institutionaleffectiveness/stateauthorizations.html>.

5.2 Attestations

5.2.1 Prospective Students

Undergraduate Students & Teacher Licensure Graduate Students

Upon commitment of enrollment, the Office of Enrollment Services (OES) administers the Licensure Program Requirement Form to all undergraduate students whose permanent residence is located in a state where their intended program of study does not meet educational requirements for licensure. This form is administered to Teacher Licensure Graduate students upon admission.

OIE monitors the orientation process and works with OES, academic advisors, and licensure programs to ensure all students who require an attestation complete the Licensure Program Requirement Form prior to Census.

Graduate Students (Non-Teacher Licensure)

OIE coordinates with licensure programs to align compliance efforts with programmatic orientation. OIE administers the Licensure Program Requirement Form to all students whose permanent residence is located in a state where their intended program of study does not meet educational requirements for licensure unless they have provided a physical address in Alabama or are living on campus. OIE and licensure programs work together to ensure all students who require an attestation complete the Licensure Program Requirement Form prior to Census.

5.2.2 Program Changes

The Registrar's Office processes all change of program requests and administers the Licensure Program Requirement Form to all students whose permanent residence is located in a state where their intended program of study does not meet educational requirements for licensure unless the student has provided a physical address in Alabama or lives on campus.

A notification is sent to OIE and the licensure program. The licensure program contacts the student, providing any needed assistance or guidance. OIE and licensure programs work together to ensure all students who require an attestation complete the Licensure Program Requirement Form prior to Census.

5.2.3 Inadequate Submissions

OIE monitors all Licensure Program Requirement Form submissions for compliance with federal regulations. Students whose submissions do not meet federal requirements are given the opportunity to resubmit the form. Licensure programs provide assistance and guidance to the student as needed.

5.2.4 Compliance Audit

Immediately after Census, OIE conducts an audit to ensure all students requiring an attestation have successfully completed the Licensure Requirement Form. Any instances of noncompliance are immediately addressed.

5.2.5 Record Keeping

OIE maintains a repository of all Licensure Program Requirement submissions.

6. Enforcement

The Office of Institutional Effectiveness is responsible for this policy and ensuring that University of South Alabama academic leaders and relevant staff are aware of the policy guidelines. OIE works with USA's General Counsel to ensure all processes align with federal regulations. Any and all instances of noncompliance are reported to the Executive Vice President and Provost.

7. Related Documents

7.1 Federal Regulations

- 7.1.1 U.S. Department of Education, *Program Participation Agreement (PPA)*, 34 C.F.R. § 668.14(b)(32), [https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-B/section-668.14#p-668.14\(b\)\(32\)](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-B/section-668.14#p-668.14(b)(32))
- 7.1.2 U.S. Department of Education, *Institutional Information: Definition of Licensure Program*, 34 C.F.R. § 668.43(a)(5)(v), [https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-D/section-668.43#p-668.43\(a\)\(5\)\(v\)](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-D/section-668.43#p-668.43(a)(5)(v))
- 7.1.3 U.S. Department of Education, *Institutional Information: Professional Licensure Disclosures*, 34 C.F.R. § 668.43(c), [https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-D/section-668.43#p-668.43\(c\)](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-D/section-668.43#p-668.43(c))
- 7.1.4 U.S. Department of Education, *Definition of Distance Education*, 34 C.F.R. § 600.2, [https://www.ecfr.gov/current/title-34/part-600/section-600.2#p-600.2\(Distance%20education\)](https://www.ecfr.gov/current/title-34/part-600/section-600.2#p-600.2(Distance%20education))
- 7.1.5 U.S. Department of Education, *State Authorization: Determination of Student Location*, 34 C.F.R. § 600.9(c)(2)(iii), [https://www.ecfr.gov/current/title-34/part-600#p-600.9\(c\)\(2\)\(iii\)](https://www.ecfr.gov/current/title-34/part-600#p-600.9(c)(2)(iii))

7.2 Federal Register

- 7.2.1 U.S. Department of Education, “Financial Responsibility, Administrative Capability, Certification Procedures, Ability To Benefit: Programmatic Accreditation, State Licensure/Certification, and State Consumer Protection Law Requirements (§ 668.14(b)(32))”, *Federal Register* (October 31, 2023), <https://www.federalregister.gov/d/2023-22785/p-1143>
- 7.2.2 U.S. Department of Education, “Program Integrity and Institutional Quality: Distance Education and Return of Title IV, HEA Funds: Part 600-Institutional Eligibility under the Higher Education Act of 1965, As Amended,” *Federal Register* (January 3, 2025), <https://www.federalregister.gov/d/2024-31031/p-amd-2>
- 7.2.3 U.S. Department of Education, “Student Assistance General Provisions, The Secretary's Recognition of Accrediting Agencies, The Secretary's Recognition Procedures for State Agencies: State Authorizations § 600.9(c) Student Location and Determinations of a Student's Location,” *Federal Register* (November 1, 2019), <https://www.federalregister.gov/d/2019-23129/p-134>

7.3 SACSCOC Policy Statement

- 7.3.1 Southern Association of Colleges and Schools Commission on Colleges, *Distance Education and Correspondence Courses* (September 2020), <https://sacscoc.org/app/uploads/2019/07/DistanceCorrespondenceEducation.pdf>

7.4 Institutional Documents

- 7.4.1 University of South Alabama, *Policy on Course Formats Implementation Guide* (July 2026)
- 7.4.2 University of South Alabama, "State Authorizations," Office of Institutional Effectiveness, <https://www.southalabama.edu/departments/institutionaleffectiveness/stateauthorizations.html>
- 7.4.3 University of South Alabama, *Licensure Program Requirement Form*, <https://www.southalabama.edu/departments/institutionaleffectiveness/resources/secure/programrequirements.pdf>

7.5 External Guidance

- 7.5.1 State Authorization Network, *Implementation Handbook for Institutional Compliance with the 2019 Federal Regulations* (2020), <https://drive.google.com/file/d/1sE65silHkHDX0XzYYzWCtqiSuS55arP-/view?usp=sharing>
- 7.5.2 State Authorization Network, *Professional Licensure New Regulations FAQ* (2024), https://drive.google.com/file/d/107lcn_K2VNZxDtqscAu5-OGI_hSoc0cn/view?usp=sharing