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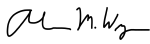
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August 31, 2020

MEMORANDUM

TO: CSU Provosts

FROM: Alison M. Wrynn, Ph.D. 

SUBJECT: Federal Requirements for Posting Licensure and Certification Eligibility

Effective July 1, 2020, a new federal regulation took effect that requires institutions to make available to prospective and current students information related to professional licensure or certification programs, regardless of instructional modality. The intent of this regulation is to inform students whether the program they are considering or completing meets the requirements for licensure or certification of the state in which the student intends to practice. All institutions that participate in federal student financial aid programs must comply with this federal requirement and provide this information.

The Professional Licensure Notifications – [34 CFR 668.43\(a\) \(5\) \(v\)](#) and [34 CFR 668.43c](#) – require institutions to post the following information for enrolled and prospective students:

- 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.

After analyzing options, we have determined that the CSU Chancellor’s Office will post the following statement on the calstate.edu [website](#).

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

NOTICE TO STUDENTS re: PROFESSIONAL LICENSURE AND CERTIFICATION

California State University programs for professions that require licensure or certification are intended to prepare the student to meet California licensure and certification requirements. Admission into programs for professions that require licensure and certification does not guarantee that students will obtain a license or certificate. Licensure and certification requirements are set by agencies that are not controlled by or affiliated with the California State University and licensure and certification requirements can change at any time.

The California State University has not determined whether its programs meet other states' educational or professional requirements for licensure and certification. Students enrolled in a California State University program who are planning to pursue licensure or certification in other states are responsible for determining whether they will meet their state's requirements for licensure or certification. This disclosure is made pursuant to 34 CFR §668.43(a)(5)(v)(C).

Your campus may provide a link to this statement to comply with the Professional Licensure Notification regulation. Alternatively, your campus may gather the information required by this regulation to make readily available to enrolled and prospective students as to whether programs leading to professional licensure or certification meet educational requirements necessary to sit for an exam in other states. Please see the attached fact sheet for more information about disclosure requirements.

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

Attachment

- c: Dr. Loren J. Blanchard, Executive Vice Chancellor, Academic and Student Affairs
Dr. Loulou Hong, Associate Vice Chancellor, Student Affairs and Enrollment Management
Dr. Sheila Thomas, Assistant Vice Chancellor and State University Dean Professional and Continuing Education
Dr. Melissa Lavitt, Assistant Vice Chancellor and State University Dean, Academic Programs
Ms. Monique Shay, Assistant Vice Chancellor and Chief Counsel, Academic and Student Affairs
Associate Vice Presidents, Academic Programs
Graduate Deans

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.