

AO 14: Student Location and Licensure Notification

14.1 Policy Statement

In compliance with Federal Regulation 34 CFR 600.9 - State Authorization, NS will “make a determination, in accordance with the institution’s policies or procedures, regarding the state in which a student is located, which must be applied consistently to all students.” To ensure that students are informed about licensure requirements in their location, NS will notify students who intend to enroll in programs leading to licensure if their program does not meet the licensure requirements in their location or if it has not been determined if their program meets licensure requirements in the state of the student’s location (Federal Regulations 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c)).

14.2 Determining and Changing a Student’s Home Address

All prospective students must submit their location as part of their application to NS. The student’s location is recorded in the University’s student information system (PeopleSoft). Students must notify NS if they change their location by logging into PeopleSoft and updating their record.

14.3 Licensure Determinations

For each academic program that leads to licensure, NS maintains an updated record of each state’s licensing board, their contact information, and one of these three determinations:

1. **Meets.** NS has reviewed the educational licensing requirements for the state and has confirmed that the University’s program requirements satisfy the minimum requirements for licensure. This licensure may be temporary, and students may need to complete additional tasks to achieve full licensure.
2. **Does not meet.** NS has reviewed the educational licensing requirements for the state and has confirmed that the University’s program requirements do not satisfy the minimum requirements for licensure.
3. **Has not been determined.** NS has not yet reviewed the educational licensing requirements for the state or cannot determine if the University’s program requirements satisfy the minimum requirements for licensure.

14.4 Notifications

NS will provide notifications for programs leading to professional license or certification as required by 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c), regardless of the modality of the program.

1. **Prospective students:** If NS determines that it does not meet state educational requirements for licensure or if the status has not been determined for the state listed as the prospective student's location, the University will inform the student via email before they enroll in the program.
2. **Enrolled students:** If NS determines it does not meet the state educational requirements for licensure in the state of the enrolled student's location or if the status has not been determined for the state listed as the student's location, a notice to that effect will be provided to the enrolled student within 14 calendar days of the University making that determination.

The Office of Institutional Effectiveness will regularly furnishing reports on updates to students' locations to flag changes in state and to ensure students have not relocated to states where NS does not meet requirements or has not been determined to meet requirements, or is otherwise exempt. Department program administrators appointed by the dean are responsible for sending the notification to students.

14.5 Related Information and History

- [Federal Regulation 34 CFR § 600.9 - State Authorization](#)
- [Federal Regulation 34 CFR 668.43 – Institutional Information](#)

14.5.1 Revision History

- Approved by Dr. Molly Appel on 4/04/2024; Dr. Sarah Frey on 4/04/2024; and President DeRionne Pollard on 5/29/2024.