Flow Chart of Implementation Guide Steps for 2019 Federal Regulations

To be used in conjunction with Professional Licensure Disclosures: Implementation Handbook for Institutional Compliance with 2019 Federal Regulations*

* Including individual student requirements/qualifications for licensure applicants but not including state-reciprocity requirements.

Step 1:
Designate Compliance Team and Leader.

Step 2 a-e: F
Create Program List.

Step 2 e:
Determine status of Policies & Procedures:
- Student Location. 34 CFR §600.9(c)(2)(i-iii)
- Student Relocation Notification.
- Student initial enrollment in an educational program.

Create and/or update Policies & Procedures

All Policies & Procedures current.

Step 2:
Gather Student Location Data, per policy.
34 CFR §600.9(c)(1)(A-C) & (2)(i-iii)

Step 3a:
Strategically Prioritize State Research.

Step 3b:
Choose state(s) for initial research.

Step 3b1:
Research all requirements/qualifications to be licensed in that profession.

Step 3b2:
Determine if program approval is required.

AND

Step 3b2:
Determine if program approval is required.

Yes-required

Step 4a:
Create a program matrix of state requirements and compare to the institution's curriculum.
Tip: Highlight gaps.

Step 4b:
Follow state professional board requirements to obtain program approval.

not required

Step 5a:
Determine which General Disclosures are required.
34 CFR §686.43(c)(5)(v)(A-C)

Meets Requirements.

Make General Disclosure.

Step 5b:
Does not meet or no determination has been made.

Make individualized/direct disclosure to student.
34 CFR §686.43(c)

* If determination changes from "Meets Requirements" to "Does Not Meet Requirements," institution must provide individualized disclosure within 14 calendar days.

This chart accompanies Professional Licensure Disclosures: Implementation Handbook for Institutional Compliance with 2019 Federal Regulations; please refer to the document for additional details and explanations.