



February 2020

PROFESSIONAL LICENSURE RESEARCH TEMPLATE

The research template below is a suggested list of items for institutions to consider in their research of state professional licensure board and state agency requirements. These suggested components may or may not apply to all licensure programs. Therefore, institutions are encouraged to edit, reformat, and add to this list as needed. *Please be sure to consult with your legal team and/or adhere to your institution's approval processes.*

TIP: This template may be inverted in a spreadsheet to list each state in its own row and the data points listed below across the spreadsheet in individual columns.

Licensure Board Research Template:

Program: _____

Research Data Points	User Notes
Licensure Board State & Name	
Contact Info	
Website	
Licensure/Certification Title(s) (If more than 1 license is available, separate the information below for each specific license.)	

Does the Board require its own program approval for pre- and/or post-licensure programs?	
If yes, what are those requirements?	
Does the Board accept program approval from other out-of-state Boards for pre- and/or post-licensure programs?	
If yes, what additional requirements must be met by the program, if any, for approval?	
Does the Board require its own approval of clinical/field experiences?	
If yes, what are those requirements?	
Does the Board accept approval of program clinical/field experiences from out-of-state Boards?	
If yes, what additional requirements must be met by the program, if any, for approval?	
Are there any faculty requirements (e.g., faculty teaching must hold a current license in the discipline in that state)? If so, what are the requirements?	
Are there any specific supervisor requirements (e.g., training,	

What are the educational requirements to be eligible to apply for licensure/certification? (e.g., number of clinical hours; are there state-specific courses required for licensure; practicum/internship requirements? etc.)	
Do the educational requirements for licensure in home state meet educational requirements for licensure in ___ state?	
Does the program need to be programmatically accredited? If so, by which accrediting agency?	
What are the non-educational requirements for licensure/certification (e.g. background check, health screening, years of work experience, state specific exams, etc.)?	
Provide a link to the relevant Board regulations.	

State Authorization Agency Research Template:

First, for non-SARA institutions, document which of these activities your institution conducts out-of-state, and in which states they occur (this list is not exhaustive):

- Enrolling online students
- Online faculty residing in the external state
- Hosting short-term face-to-face seminars or conferences
- Housing institutional computer
- On-the-ground recruiting
 - College fairs
 - Booths at conferences
- Advertising targeted to people in a particular state including print, local TV or radio, email sent without prospect initiating contact
- Supervised field experiences (internship, practicum, student teaching, etc.)
- Employing mentors, tutors or preceptors
- Contract agreement with in-state entity for student services
- Requiring proctored exams in the state
- Owning, renting, maintaining physical building for educational and non-educational activity
- Maintaining an address or phone exchange in the state

Knowing this information will assist the institution in determining the type/level of authorization needed in each state, if any, per the state’s description in their regulatory language of what triggers physical presence and the need to be authorized/approved in the state.

Research Data Points	User Notes
Name of the state’s higher ed. agency (e.g. Washington Student Achievement Council)	
Contact Information	
Website	

<p>Include any other state agencies in your research document that the institution may be subject to (e.g., Secretary of State, State Workforce Commission, professional licensing boards, etc.)</p>	
<p>For non-SARA institutions, is institutional authorization or registration required to conduct the intended educational activities in the state?</p>	
<p>Is the institution required to register with the Secretary of State?</p>	
<p>Is the institution required to obtain a registered agent?</p>	
<p>What does it cost to maintain a registered agent?</p>	
<p>Is a business license required by the state?</p>	
<p>Is program approval by a professional licensing board required before offering the program(s)? Online or face-to-face, or both?</p>	
<p>Is your institution eligible for official exemption?</p>	

What is the state's initial authorization/approval/exemption process (e.g., application, on-site visit, etc.)?	
What is the due date to submit an application? Or what is the timing of when an application needs to be submitted?	
Surety bond amount needed? (if applicable)	
How much will it cost the institution to maintain a surety bond?	
Applicable fees/costs for initial authorization/approval/exemption?	
What is the renewal process, if any?	
What is the due date to submit an application? Or what is the timing of when an application needs to be submitted?	
How much will the renewal cost?	
Provide a link to the entity's application process.	

Suggested Practices

1. Include a comparison column (optional) that compares your state's professional licensure requirements against every other state, listing only each *differing* educational and/or non-educational requirement in each state. Taking the additional step to include this column in your research document may make the differences in each state stand out more effectively.
2. Document and save communication to and from the state boards and/or agencies and relevant internal communication.
3. Distinguish between Federal and SARA rules when speaking and keeping records of state authorization and professional licensure requirements, if/when applicable.
4. Loop in your institution's legal affairs entity on final decisions for offering/not offering programs in a state.
5. Be aware of any compact agreements and the implications of those agreements on your research for professional licensure.
6. Establish a regular (i.e. annual) internal audit practice to verify and update information.
7. Be aware, your institution may need to publish a number of disclosures regarding state authorization, SARA, or professional licensure. Adherence to these requirements may be tied to the ability to distribute federal financial aid.

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State Authorization Network

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