



WCET State Authorization Network (SAN) Statement of Work & Call for Participation – Year 10

July 1, 2020 – June 30, 2021

<https://wcetSAN@wiche.edu>

The Problem

Before an institution offers any out-of-state activities such as: online courses; field experiences; faculty teaching online courses out of state; and recruiting or marketing, an institution is legally responsible to follow the other state's laws and must obtain any necessary approvals to operate in that jurisdiction prior to conducting the activity. Institutional approval can be achieved state by state or through participation in reciprocity. Additionally, institutions must determine if program approval is required in the state and provide notifications indicating whether a course or program meets prerequisites for professional licensure or certification in the state where the current or prospective student will participate in the activity.

While there is a long history in the development of Federal regulations for state authorization, on November 1, 2019, the Federal Register published the USED announcement of [Final regulations on State Authorization and Accreditation](#) ("2019 regulations") effective July 1, 2020. (600.2; 600.9(c); 668.43; 668.50) Federal regulation compliance is in addition to the institution's compliance in the state where the institution's activity occurs.

Our Mission:

To navigate regulatory requirements for out of state post-secondary activities by working collaboratively.

How Do We Do This?

SAN sponsored analysis, best practices, training, timely updates, and resources are provided for SAN Members who serve students in other states or countries. These SAN sponsored activities allow members to be better equipped to manage compliance with state and federal regulations, reciprocal agreements, and requirements that exceed reciprocal agreements. In addition, other higher education issues are addressed as they arise and relate to compliance requirements (e.g. complaint requirements, accessibility, accreditation).

Activities and Benefits for Year 10 (July 1, 2020 - June 30, 2021):

SAN Coordinators.

- Each State Authorization Network (SAN) membership (whether an organization, state system, consortium of colleges, or individual institution) appoints **one to three SAN Coordinators**, depending on the number of institutions within the membership, to manage the membership.
- SAN Coordinators must supply contact information about the institutions that are part of their membership including: institution name, contact person with email, FTE range, WCET membership status, and SARA membership status.
- **Coordinator are expected to share the information with other institutions within their membership.**

Activities reserved solely for the SAN Coordinators:

- **Monthly Calls.** Compliance and Membership Updates and Guests sharing timely information.
- **Coordinators' Email List.** A list facilitating questions and announcements between meetings.
- **In-person Coordinators' Meeting.** A full-day pre-conference session at the WCET Annual Meeting in Indianapolis, IN in October 2020.

- **Website Access.** Coordinators will receive a personal log in to the new password protected SAN website. Coordinators are responsible for distribution of the membership log in (which will be provided to the coordinators) to the institution contacts within their membership.

Staff benefits. Everyone employed by a SAN participant may take part in the activities listed below. If the SAN member is an institution, all employees of the institution may participate. If the SAN member is a state system or consortium of institutions, employees of the institutions designated by the coordinators of the membership are eligible to participate.

- **SAN Website.** The SAN website includes public facing & member only content. The Coordinator for the membership supplies staff institutional log in to member contacts. Look for new content.
- **Open Forum.** Monthly 30 minute Q & A opportunity for all members to discuss the identified topic of the month and ask questions of the expert of the month.
- **eNewsletter.** Monthly summary and updates of news, resources, and events.
- **Podcasts.** SAN offers monthly podcasts that provide conversations with practitioners across the field.
- **Network Email List.** The SAN Network email list is used as a member discussion board and for member alerts.
- **Compliance Training.** SAN will provide compliance training in a variety of ways, including:
 - Webcasts & Virtual Seminars - Provides advice for both new and experienced compliance officers as well as information for other key stakeholders at the institution.
 - Face-to-face meetings such as the NASASPS Conference (with collaboration from SAN); the 2020 meeting with state regulators will be held in Spring 2021. The integrated sessions and meetings are vital to establishing relationships with regulators across the nation.
 - State Authorization Basics Compliance Workshops. These workshops are held annually on topics focused on the foundation of state authorization. As a SAN member, the cost to attend the workshops is substantially reduced.
 - State Authorization Advanced Topics Workshops – These workshops are held annually to provide a more in-depth analysis and direction for managing complex aspects of state authorization. As a SAN member, the cost to attend the workshops is substantially reduced.
- **Reciprocity Advice.** Updates on the State Authorization Reciprocity Agreements (SARA) including steps that institutions can take to join and renew participation in SARA, support and clarification regarding the institution’s compliance requirements under SARA, and any changes to SARA policy.
- **Examine State Requirements.** Examine state requirements outside of reciprocity policy.
- **Emerging Federal Regulations.** Track the Departments of Education and Department of Defense state authorization regulations as well as other related Federal regulations. SAN will inform members about ways to provide input to the process and implementation of any regulations.
- **Reauthorization of the Higher Education Act (HEA).** HEA touches nearly every aspect of federal higher education policy. SAN will keep members informed of any new proposed changes to state authorization and related regulations.
- **SAN Advisory Group.** Panel of SAN members serve the membership by making recommendations on programmatic issues of interest to the membership at-large.
- **Special Interest Teams.** Small working groups performing research and providing deliverables on the issue areas to benefit the network.
- **Focus Areas.** SAN will provide research and training on issues identified by members. For Year 10, SAN will provide avenues for sharing information, research, and training on the following:
 - Continuous direction to members to utilize the SAN website for resources and attention to the routinely updated SAN website homepage for timely notices of events and new resources.
 - Develop strategies and best practices to manage new and existing Federal regulations.
 - Foster institutional communication approaches.
 - Professional Licensure Board Research and Best Practices.
 - Developing contacts with the various program accreditors and licensing boards.
 - Collaboration strategies with the institution stakeholders for compliance structure.
 - Facilitating the collaboration with national licensing boards to address this issue with their state members.
 - Provide updates and direction for policy issues ancillary to state authorization compliance.

- Develop strategies for institutions to understand possible state secretary of state registration.
- Direction for managing and understanding the variety of student complaint options.
- Develop strategies to work with institutional research to report activity location as an address field.
- Development of the Peer Support Unit.
- Continued support to new State Authorization compliance staff member, including the implementation of a digital orientation for new coordinators.

Membership & Renewals – view the current list of [SAN participants](#).

Higher Ed. Offices, State Portal Entities, Companies & Organizations* (office only)	1 Coordinator	\$3,000
1 Institution	2 Coordinators	\$4,000
2-15 Institutions	2 Coordinators	\$6,000
16+ Institutions	3 Coordinators	\$8,000

*Higher Ed Offices and State Portal Entities, Companies, and Organizations may choose from the larger memberships if they wish to include institutions.

- **Coordinators are responsible for sharing information with the other institutions/organizations within their membership.**
- **Coordinators are responsible for sharing the SAN Website log in with institution contacts.**
- At least one institution/organization within a membership must be a [WCET member](#).
- Memberships held by more than one institution must designate a single point of contact for the invoice; management of the division of the payment will be the responsibility of the institutions involved.

How to Join?

NEW MEMBERSHIPS -

- Step 1: Review the Statement of Work and Call for Participation Invitation for SAN Year 10.
- Step 2: New members must complete a short online application: <http://stateauthorization.org/>
- Step 3: An Invoice for payment will be emailed after receipt of the online membership application.
- Deadline for new member application submission: June 1, 2020 with payment due by July 1, 2020.

RENEWALS -

- Step 1: Coordinators will consult with all member institutions to update contact information.
- Step 2: If there are changes, ONE COORDINATOR will contact [Dan Silverman](#) with the changes.
- Step 3: If there are no changes, the membership automatically will be renewed and the invoice sent.
- Deadline for changes: June 1, 2020, with payment due by July 1, 2020.

Beyond the Deadline?

Contact us about the possibility of a partial year membership!

Questions and Contact Information			
<p>WCET SAN Website: https://wcetSAN.wiche.edu</p> <p>WCET blog with updates and recommendations: https://wcetFrontiers.org</p> <p>WCET Website: https://wcet.wiche.edu</p>	<p>WCET SAN Team</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Cheryl Dowd WCET SAN Director cdowd@wiche.edu 303-541-0210</td> <td style="width: 50%;">Dan Silverman WCET SAN Asst. Director dsilverman@wiche.edu 303-541-0285</td> </tr> </table>	Cheryl Dowd WCET SAN Director cdowd@wiche.edu 303-541-0210	Dan Silverman WCET SAN Asst. Director dsilverman@wiche.edu 303-541-0285
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