



IMPLEMENTING A PROFESSIONAL LICENSURE DATABASE FOR AUTOMATIC INDIVIDUAL DISCLOSURES



MARK ADKINS
UTAH TECH UNIVERSITY

UTAH TECH UNIVERSITY



- Located in St. George, Utah (southwest corner of Utah)
- Name changed on July 1, 2022 (formerly Dixie State University)
- Four year, public university
- Fall 2022 enrollment: 12,556
- 200+ programs of study
- 34 professional licensure programs of study



THE CHALLENGE

- Spring 2021 non compliant with 2019 federal regulations
- Hired in Apr 2021 no state professional licensure background



HOW I STARTED



- Sherri Melton at Weber State University
 - Director, State Authorization Compliance
- WCET-SAN (forums, blogs, webinars, articles and SAN Basics Workshop)
- Professional Licensure Disclosures: Implementation Handbook for Institutional Compliance with the 2019 Federal Regulations (Feb 2020) by Shari Miller

HIGH LEVEL REQUIREMENTS



- Started with the end in mind data elements within the email.
- Integrate with Banner.
- Assign a determination status for each program of study and state.
- Additional fields (state contact, state contact link, etc.)
 - Tip: Create more potential fields than you require.
- Assign a program director to every program of study.
- Searchable archive for all emails sent out.

4 TRIGGERS TO GENERATE AN EMAIL



- Start of the semester (fall and spring).
- Entry into a professional licensure program of study via Banner.
- Change in a student's location (physical state of where they are taking classes).
- Change in the determination status for their program of study and state.

SCREEN SHOTS - PROGRAMS TAB



					Programs Direct	tors Student Email						
Add a Program Select Program CONFIRM												
Select Licensure Program to view: BS-Dental Hygiene Edit All												
Program	State	Status	Date	User	State Contact Name	State Contact Link	Program	Program	Notes	Training	Examinati	Experienc
BS-DHYG	Alaska	Meets	2022-03-29T20	MADKINS4	American Dental Hygienist	thttps://www.adha.org/na						
BS-DHYG	Alabama	Meets	2022-03-29T20	MADKINS4	American Dental Hygienist	thttps://www.adha.org/na						
BS-DHYG	Arkansas	Meets	2022-03-29T20	MADKINS4	American Dental Hygienist	thttps://www.adha.org/na						
BS-DHYG	American Sam	Undetermined	2022-03-29T20	MADKINS4	American Dental Hygienist	thttps://www.adha.org/na						
BS-DHYG	Arizona	Meets	2022-03-29T20	MADKINS4	American Dental Hygienist	thttps://www.adha.org/na						
BS-DHYG	California	Meets	2022-03-29T20	MADKINS4	American Dental Hygienist	thttps://www.adha.org/na						
BS-DHYG	Colorado	Meets	2022-03-29T20	MADKINS4	American Dental Hygienist	thttps://www.adha.org/na						
BS-DHYG	Connecticut	Meets	2022-03-29T20	MADKINS4	American Dental Hygienist	thttps://www.adha.org/na						
BS-DHYG	District of Colu	Meets	2022-03-29T20	MADKINS4	American Dental Hygienist	thttps://www.adha.org/na						

SCREEN SHOTS – DIRECTORS TAB

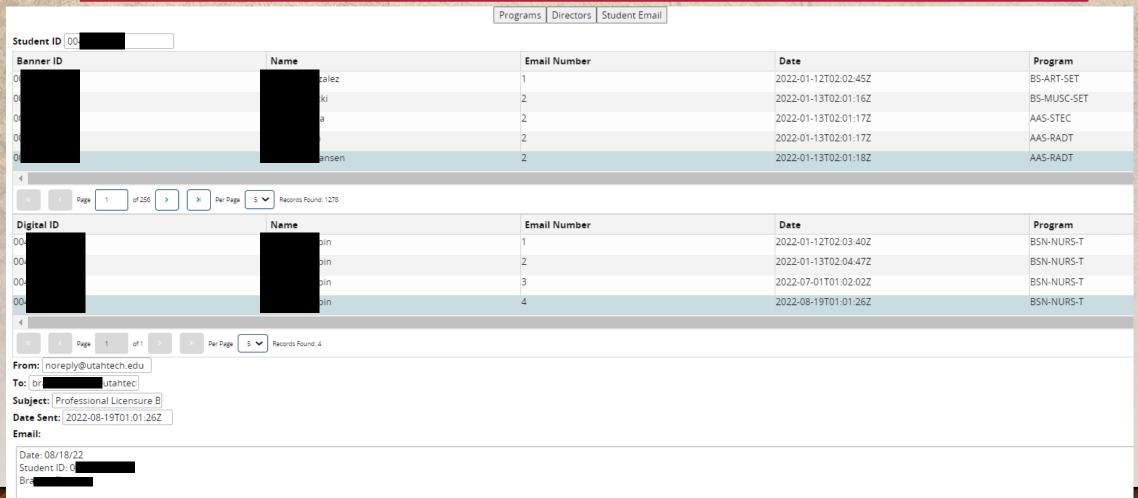


Programs Directors Student Email

Program	Banner ID	Name	Email	Active Date
BS-MLS	003	Cara	ahtech.edu	2021-10-29T06:00:00Z
MS-MFT	003	Karl	outahtech.edu	2021-10-29T06:00:00Z
AAS-PTA	000	And	ıtahtech.edu	2021-10-29T06:00:00Z
BA-ASLE	003	Ally:	on@utahtech.edu	2022-05-25T06:00:00Z
BS-CENG	000	Dav	sen@utahtech.edu	2021-10-29T06:00:00Z

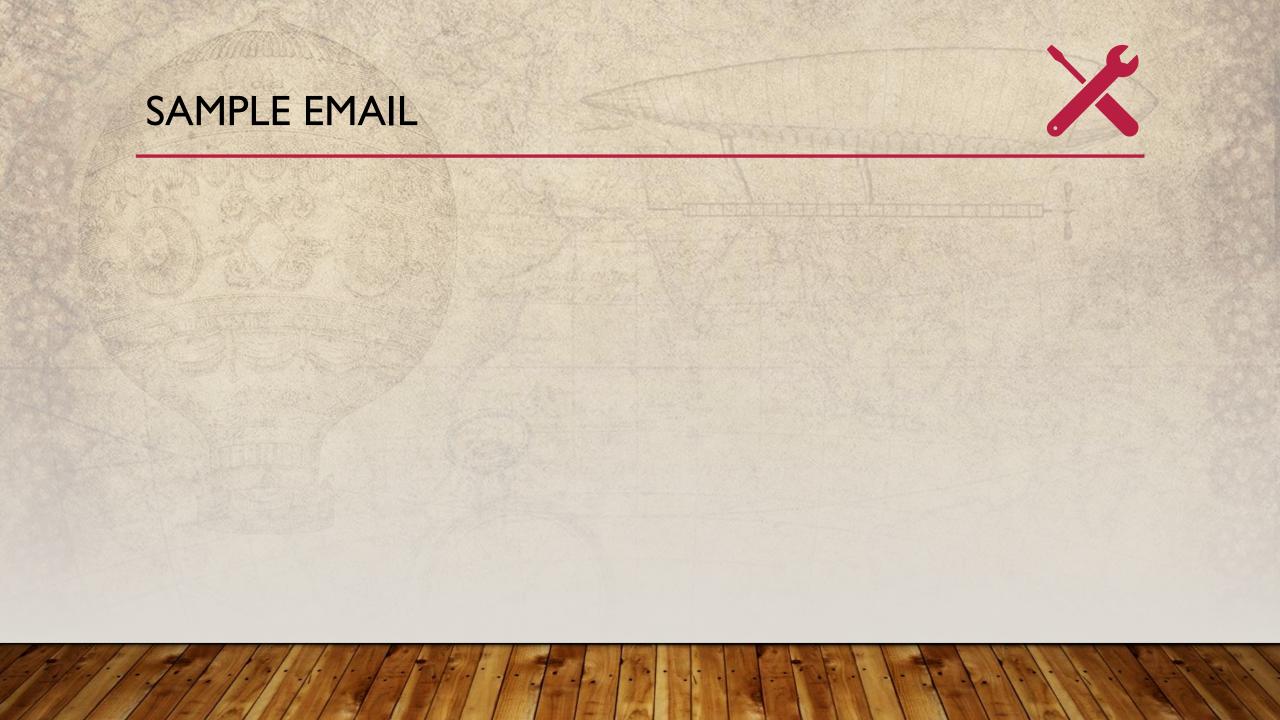
SCREEN SHOTS – STUDENT EMAIL TAB





You are receiving this notice because you are enrolled in a Utah Tech University (UT) program of study that leads to professional licensure and therefore, may require professional licensure to be earned.

UT is required, by federal law, to notify you directly of the professional licensure determination status (meets, does not meet or undetermined) with respect to your current program of study and the state you are physically taking classes in. Your state location enrollment (permanent location) and any changes you make to your student profile (local location). If the information we have regarding your program of study or physical location is no longer accurate, please update your personal profile in My UT. Here is a





QUESTIONS/CONTACT INFO

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Fun facts:

- Project took 9 months to complete
- Since Jan 2022, 3,000+ emails have been sent out