

State Authorization Network



2022 WINNER

UTAH TECH UNIVERSITY

*Implementing a Professional
Licensure Databased for Automatic
Individual Disclosures*

Presented by
*Mark Adkins, State Authorization and
Professional Licensure Coordinator*



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 Directors Student Email

Add a Program

CONFIRM

Select Licensure Program to view:

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 | https://www.adha.org/n | | | | | | |
| BS-DHYG | Alabama | Meets | 2022-03-29T20 | MADKINS4 | American Dental Hygienist | https://www.adha.org/n | | | | | | |
| BS-DHYG | Arkansas | Meets | 2022-03-29T20 | MADKINS4 | American Dental Hygienist | https://www.adha.org/n | | | | | | |
| BS-DHYG | American Samo | Undetermined | 2022-03-29T20 | MADKINS4 | American Dental Hygienist | https://www.adha.org/n | | | | | | |
| BS-DHYG | Arizona | Meets | 2022-03-29T20 | MADKINS4 | American Dental Hygienist | https://www.adha.org/n | | | | | | |
| BS-DHYG | California | Meets | 2022-03-29T20 | MADKINS4 | American Dental Hygienist | https://www.adha.org/n | | | | | | |
| BS-DHYG | Colorado | Meets | 2022-03-29T20 | MADKINS4 | American Dental Hygienist | https://www.adha.org/n | | | | | | |
| BS-DHYG | Connecticut | Meets | 2022-03-29T20 | MADKINS4 | American Dental Hygienist | https://www.adha.org/n | | | | | | |
| BS-DHYG | District of Colu | Meets | 2022-03-29T20 | MADKINS4 | American Dental Hygienist | https://www.adha.org/n | | | | | | |

SCREEN SHOTS – DIRECTORS TAB



Programs **Directors** Student Email

| Program | Banner ID | Name | Email | Active Date |
|---------|----------------|------------------|-------------------------|----------------------|
| BS-MLS | 003 [REDACTED] | Carla [REDACTED] | [REDACTED]@utahtech.edu | 2021-10-29T06:00:00Z |
| MS-MFT | 003 [REDACTED] | Karl [REDACTED] | [REDACTED]@utahtech.edu | 2021-10-29T06:00:00Z |
| AAS-PTA | 000 [REDACTED] | And [REDACTED] | [REDACTED]@utahtech.edu | 2021-10-29T06:00:00Z |
| BA-ASLE | 003 [REDACTED] | Ally [REDACTED] | [REDACTED]@utahtech.edu | 2022-05-25T06:00:00Z |
| BS-CENG | 000 [REDACTED] | Dav [REDACTED] | [REDACTED]@utahtech.edu | 2021-10-29T06:00:00Z |

SCREEN SHOTS – STUDENT EMAIL TAB



Programs Directors Student Email

Student ID 00- [REDACTED]

| Banner ID | Name | Email Number | Date | Program |
|------------|------------------|--------------|----------------------|-------------|
| [REDACTED] | [REDACTED] zalez | 1 | 2022-01-12T02:02:45Z | BS-ART-SET |
| [REDACTED] | [REDACTED] ki | 2 | 2022-01-13T02:01:16Z | BS-MUSC-SET |
| [REDACTED] | [REDACTED] a | 2 | 2022-01-13T02:01:17Z | AAS-STEC |
| [REDACTED] | [REDACTED] | 2 | 2022-01-13T02:01:17Z | AAS-RADT |
| [REDACTED] | [REDACTED] ansen | 2 | 2022-01-13T02:01:18Z | AAS-RADT |

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| Digital ID | Name | Email Number | Date | Program |
|----------------|----------------|--------------|----------------------|------------|
| 004 [REDACTED] | [REDACTED] bin | 1 | 2022-01-12T02:03:40Z | BSN-NURS-T |
| 004 [REDACTED] | [REDACTED] bin | 2 | 2022-01-13T02:04:47Z | BSN-NURS-T |
| 004 [REDACTED] | [REDACTED] bin | 3 | 2022-07-01T01:02:02Z | BSN-NURS-T |
| 004 [REDACTED] | [REDACTED] bin | 4 | 2022-08-19T01:01:26Z | BSN-NURS-T |

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From: noreply@utahtech.edu
To: br-[REDACTED]@utahtec
Subject: Professional Licensure B
Date Sent: 2022-08-19T01:01:26Z

Email:
Date: 08/18/22
Student ID: 0 [REDACTED]
Br: [REDACTED]

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

SAMPLE EMAIL



QUESTIONS/CONTACT INFO



Mark Adkins

Utah Tech University

State Authorization and Professional Licensure Coordinator

mark.adkins@utahtech.edu

435-879-4883

Fun facts:

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