

2023 SANsational Award Nomination Form

Instructions: Please click to review “[Call for Nominations](#)” prior to submission. Complete all information requested on this form. **Incomplete entries will not be presented to the selection committee.**

CATEGORY

Location: Identifying student location and reporting such information

To be successful in assuring state and Federal compliance for institutional state authorization and requisite professional licensing board approvals for licensure-track programs, each institution needs to know where their students are “located” when receiving the instruction and when engaged in an internship, practicum, etc., —and be able to report that information to internal and external stakeholders. Award applicants should describe their processes and address the following criteria:

- **Comprehensive.** Describe the process (or processes) used to account for all out-of-state students enrolled in distance education courses and/or out-of-state field experiences (internships, field trips, etc.). Describe the institutional process to identify student location regardless of modality per Federal regulations 34 CFR 600.9(c)(2)(iii) & 34 CFR 668.43(c). Describe the roles of the individuals involved in creating these tools and processes.
- **Foundation.** Provide a copy of your Student Location Policy, including information on student reporting a change of location. Describe how your institution informs stakeholders of this policy and how the policy is enforced and tracked. Describe how, when, and to whom the student reports a change of his/her location to the institution. Describe how you gathered the information to complete the required reporting.
- **Frequency.** Describe the frequency with which you identify where your students are located and why you believe that frequency is appropriate. Who do you report this information to? *What happens to this information?*
- **Student Requirements.** Describe how your processes address a student who wishes to opt out of identifying the location of field experiences. Describe what your institution does if/when you learn a student is located in a state where the activity is not authorized, or the activity does not meet prerequisites for licensure or certification in the state.
- **Practical.** How do your processes reduce the burdens on administrators and students, while still meeting regulatory requirements?

Contact Information

Provide information for the person submitting the nomination. This is also the person who will be notified of the nomination outcome.

First Name _____

Last Name _____

Phone _____

Email _____

About the nominated institution

Institution Name _____

Brief description of the institution _____

About the Project

Title of Project _____

Description of Project _____

Comprehensive

Describe the process (or processes) used to account for all out-of-state students enrolled in distance education courses and/or out-of-state field experiences (internships, field trips, etc.). Describe the institutional process to identify student location regardless of modality per Federal regulations 34 CFR 600.9(c)(iii) & 34 CFR 668.43(c). Describe the roles of the individuals involved in creating these tools and processes.

Frequency

Describe the frequency with which you identify where your students are located and why you believe that frequency is appropriate. Who do you report this information to?

--

Student Requirements

Describe how your processes address a student who wishes to opt out of identifying the location of field experiences. Describe what your institution does if/when you learn a student is located in a state where the activity is not authorized, or the activity does not meet prerequisites for licensure or certification in the state.

--

Practical

How do your processes reduce the burdens on administrators and students, while still meeting regulatory requirements?

--

Supporting documentation

In the fields below, please insert applicable hyperlink(s) to supporting webpages, screenshots, or other supporting documents (ex. student location documents) specific to the project nomination.

Hyperlink A _____

Hyperlink B

Hyperlink C

Hyperlink D

(check) I do not wish to submit any supplemental material.
