



State Authorization Network (SAN)

Statement of Work & Call for Participation – 2025-2026

July 1, 2025– June 30, 2026

<https://wcetSAN@wiche.edu>

Who is the State Authorization Network, “SAN?”

Since 2011, SAN, a network of WCET, has been the leader for guidance and support for navigating regulatory compliance for out-of-state activities of post-secondary institutions.

What is a Statement of Work?

The Statement of Work is a description of SAN's focus areas and projects we plan to undertake to meet the needs of members in the upcoming academic year. The Statement of Work also reinforces the benefits for SAN members, that we and WCET strive to provide.

Activities and Benefits for 25-26 (July 1, 2025 - June 30, 2026):

SAN Coordinators.

- Each SAN membership appoints **one to three SAN Coordinators**, depending on the number of institutions within the membership, to manage the membership. Our members may be organizations, state systems, consortia of colleges, or individual institutions.
- SAN Coordinators must supply contact information about the institutions or entities that are part of their membership including: institution/entity name, contact person with email, FTE range, WCET membership status, and SARA participation status.
- **Coordinators are expected to share SAN member information with institution/entity contacts within their membership.**

Activities reserved solely for the SAN Coordinators:

- **Monthly Coordinator Calls.** Compliance and membership updates and guests sharing timely information.
- **SAN Coordinators' Community in wchetMIX.** An email distribution tool providing announcements and information to manage the membership.
- **Annual Coordinators' Meeting.** An in-person meeting with special guests and resources. The call is recorded and posted on the SAN website for access by all SAN members.
- **Website Access.** Coordinators will receive a personal login to the password protected SAN website which can be shared with institution/entity contacts within their membership.

Benefits for all staff members at SAN /participating institutions/entity. Everyone employed by a SAN participant (including coordinators) may take part in the activities listed below. If the SAN member is an institution/entity, all employees of the institution/entity may participate. If the SAN member is a state system or consortium of institutions, employees of the institutions/entities are eligible to participate.

- **SAN Website.** Includes public-facing *and* member-only content. New and updated content regularly added.

- **Open Forum.** Monthly 60-minute member-only opportunity for all members to discuss the topic of the month and engage in Q&A. The event is not recorded.
- **eNewsletter.** Monthly summary and updates of news, resources, and events.
- **SAN Network Communities in wctMIX.** SAN Discuss, a member discussion board, and SAN News, the avenue for member alerts.
- **Compliance Training.** SAN provides compliance training in a variety of ways, including:
 - Webcasts, seminars, & small constituency group events - Offer advice and information for both new and experienced compliance officers and other key stakeholders at the institution.
 - Collaborative meetings and webinars with partners such as [NC-SARA](#) and [NASASPS](#).
 - SANBox Learning Center, where SAN's trainings materials are housed, including:
 - the SAN Foundations Course, a virtual 8-week online course on the fundamentals of out-of-state activity compliance.
 - Materials for our in-person training opportunities, including Implementation and Advanced Topics Workshops.
 - Annual workshops, including State Authorization Advanced Topics, offer in-depth compliance analysis and interactive training. SAN members may participate at a reduced cost.
- **Reciprocity Support.** Updates on the State Authorization Reciprocity Agreements (SARA) including steps that institutions can take to manage participation in SARA and stay apprised of prospective policy changes.
- **Examine State Requirements.** Examine state requirements outside of reciprocity policy.
- **Emerging Federal Regulations.** Track the state authorization regulations under the Departments of Education, Veterans Affairs and Defense, in addition to other related regulations, such as those impacting programs leading to a professional license. SAN will inform members as to how they can provide input.
- **Comprehensive Compliance Insights.** Stay informed on issues beyond state authorization, such as global compliance, professional licensure, accreditation, accessibility, data privacy, distance education definitions, and regular and substantive interaction, and other emerging areas that relate to interstate distance education and digital technologies. SAN provides updates and guidance to help institutions navigate these evolving regulatory areas.
- **SAN Advisory Group.** Panel of SAN members who make recommendations on programmatic issues of interest to the membership-at-large.
- **Special Interest Teams.** Small working groups perform research and provide deliverables on issue areas that benefit the network.

Focus Areas. SAN will share information, provide research, and develop training on the following issues that members identified:

- Provide analysis, direction to comment, and implementation strategies to address Federal rulemaking, Federal guidance, and other Federal developments impacting compliance and digital technologies.
- Provide additional state institutional approval information per state. (Outside of reciprocity)
 - Develop new tools, webinars, and programming to manage institutional approval outside of reciprocity or in a limited SARA world.
 - A webinar or short course focused on institutional approval for those institutions not participating in reciprocity via SARA.
 - A how-to checklist for obtaining state-to-state institutional approval.
- Offer SAN Foundations Course for Year 3 (with timely updates as needed).
- Develop additional asynchronous course offerings to be housed in the SANBox Learning Center, along with the Foundations course. Such as:
 - A course designed to speak to the needs and challenges of institutions that do not participate in SARA
 - A course to cover professional licensure requirements and compliance management.

- Offer an In-person Basics Implementation Workshop to complement the SAN Foundations 8-week course.
- Develop an Advanced Topics Workshop on compliance and change management with a focus on a timely topic for members (may be offered in-person or virtually synchronously).
- Continue interactions addressing 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.
 - Developing resources to assist institutions with direction on institutional and programmatic requirements for licensure programs (such as but not limited to, program approval requirements, registration requirements, reporting requirements, faculty licensure requirements, etc.)
- Development of a topical webinar series. Multi-webinar event addressing a specific topic from the viewpoints of various stakeholders and various types of institutions.
- Expand and facilitate opportunities for member engagement, such as, but not limited to, a SAN Ambassadors program, Special Interest teams, discussion groups, communities of practice, etc.
- Creation of new member-only resources with one- or two-page abstracts and tables on issues of importance to compliance with digital technology and out-of-state activities. Such as but not limited to:
 - Accreditation issues – including the intersection of accreditation and out-of-state activity and federal compliance
 - Foundational principles chart for compliance
 - Top 10 things a middle manager would like a senior staff member to know about digital learning compliance
- Develop a practical guide to an emerging issue.
- Develop additional resources for international compliance support, including expanding the data provided in the international ministries chart.
- In addition to SAN’s commitment to its own self-compliance with the digital accessibility requirements of our various resources, we’ll create resources such as checklists, webinars, and papers to educate and train our members on compliance with accessibility requirements.

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

SAN Membership fee is discounted if at least one institution or entity within the SAN individual or SAN group membership has [separately joined WCET](#), SAN's parent organization. See option charts below.

- Coordinators are responsible for sharing information with the other institutions/organizations within their membership.
- Coordinators are responsible for sharing the SAN website login with institution contacts.
- 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.

SAN Annual Fee with WCET Membership

Organizations, State Agencies or Portal Entities (office only)	1 Coordinator	\$3,000
1 Institution	2 Coordinators	\$4,000
2-15 Institutions	2 Coordinators	\$6,000
16-30 Institutions	3 Coordinators	\$8,000
31+ institutions will be addressed on case-by-case basis.	Please communicate with the SAN Senior Director.	

OR

SAN Annual Fee with No WCET Membership

Organizations, State Agencies or Portal Entities (office only)	1 Coordinator	\$3,000
1 Institution	2 Coordinators	\$5,000
2-15 Institutions	2 Coordinators	\$7,000
16-30 Institutions	3 Coordinators	\$9,000
31+ institutions will be addressed on case-by-case basis.	Please communicate with the SAN Senior Director.	

*Organizations, State Agencies, or Portal Entities may choose from the group memberships if they wish to include institutions.

How to Join?

NEW MEMBERSHIPS -

- Step 1: Review the Statement of Work and Call for Participation Invitation for SAN Year 25-26.
- Step 2: New members must complete a short online member interest form: [Join SAN](#).
- Step 3: An Invoice for payment will be emailed after receipt of the online member interest form.
- Suggested deadline for new member interest form submission: June 1, 2025. Payment due by July 1, 2025. *

RENEWALS -

- Step 1: Coordinators will consult with all member institutions/entities to update contact information.
- Step 2: If there are changes, ONE COORDINATOR will contact [Leigha Fletcher](#) with the changes.
- Step 3: If there are no changes, the membership will automatically be renewed and the invoice sent.
- Deadline for changes: May 15, 2025, with payment due by July 1, 2025.

***Beyond the Deadline?** Contact us about the possibility of a partial-year membership!

SAN Team

- Cheryl Dowd - Senior Director, SAN & WCET Policy Innovations; cdowd@wiche.edu; (303)541-0210
- Jana Walser-Smith - Director, Interstate Compliance & Member Outreach; jwalsersmith@wiche.edu; (303)541-0289
- Kathryn Kerensky – Director, Digital Learning Policy & Compliance; kkerensky@wiche.edu; (303)541-0290
- Leigha Fletcher - Administrative Assistant; lfletcher@wiche.edu; (303)541-0211

SAN Website: <https://wcetSAN.wiche.edu>

WCET Frontiers: <https://wcet/wiche.edu/frontiers>

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