

Universities of Wisconsin Office of Compliance & Risk Management: Best Practices for State Authorization Reciprocity Agreement (SARA) Coordinators

Institutional Responsibility

- Understand** which programs require licensure and how they comply with educational requirements across all U.S. States and Territories.
- Communicate** licensure requirements to all prospective and enrolled students through a strategic communication plan.

United States Department of Veterans Affairs

- The U.S. Department of Veterans Affairs requires that institutions provide additional disclosures beyond what's mandated by Federal State Authorization Reciprocity Agreements.
- The additional disclosures must include any conditions or additional requirements, including training, experience, or examinations required to obtain the license, certification, or approval for which the program of education is designed to provide preparation.

Research of Educational Requirements

- Designated staff will maintain foundational knowledge of educational requirements for licensure types in all U.S. States and Territories
- Regular review of applicable statutes, regulations, board and agency websites, applications, etc.
- Utilization of legitimate third-party sources for confirmation and clarification of requirements (e.g. National Association of State Directors of Teacher Education and Certification).

Curriculum Comparison

- Curriculum comparison is required for certain licensure types in regards to state/territory educational requirements.
- This comparison includes an in-depth analysis and comparison of the curriculum to courses.
- The curriculum of out-of-state programs may be subject to evaluation from licensing boards in rare instances.
- Evaluation from licensing boards is recommended when the opportunity is presented. Please note fees are applicable.

Individual Direct Disclosures

- Provide direct disclosures to prospective students based on their interests and where they are physically residing.
- Send annual email notifications to prospective students for direct disclosures of programs that do not meet or are not determined to meet educational requirements for licensure.
- Establish processes for verifying each student's location.
- Establish processes for students to provide notification of location updates (e.g. relocation).

Public Disclosures

- Maintain institutional webpages dedicated to providing public disclosures of licensure information for academic programs.
- Disclose whether programs meet, do not meet, or are not determined to meet educational requirements for licensure.
- For programs that are not determined to meet educational requirements for licensure, provide contact information for the board and/or agency where inquiries may be sent.

Federal Regulations for Public Disclosures

- Only** if an educational program is designed to meet educational requirements for a specific professional license/certification that is required for employment in an occupation, or is advertised as meeting such requirements. **These regulations are subject to change.**
- A list of all States for which the institution has determined that its curriculum meets the State educational requirements for licensure or certification.
- A list of all States for which the institution has determined that its curriculum does not meet the State educational requirements for licensure or certification.
- A list of all States for which the institution has not made a determination that its curriculum meets the State educational requirements for licensure or certification.

Federal Regulations for Individual Disclosures

- Only** if the institution has made or not made a determination that the program's curriculum does not meet the State educational requirements for licensure/certification in the State in which a prospective student is located or enrolled. **These regulations are subject to change.**
- Disclosures must be sent directly to students in writing (electronic is applicable).
- If the student is enrolled, disclosure must be sent within 14 calendar days of the determination.

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References

Maul, K., & Kalke, N. (2023, September 22). UW-System Licensure Compliance Support: The Bookmark [Microsoft PowerPoint UW-System Licensure Compliance Support: The Bookmark].

Higher Education Licensure Pros LLC. (2023). *Professional and Occupational Licensure Disclosures Best Practices Guide*. NC-Sara Resources Directory and Guide. <https://www.nc-sara.org/resource-directories-and-guides>

The Bookmark. (n.d.). Higher Education Licensure Pros. Retrieved November 10, 2023, from <https://www.higheredlicensurepros.com/the-bookmark>