



**TEACHER EDUCATION  
PROGRAM:  
Professional Licensure  
Disclosure & Student Location  
Process and Policy**

**SYNOPSIS**

This document contains information related to Kansas Wesleyan University's programs that are designed to prepare students for the attainment of a professional license or certification coupled with KWU's determination as to whether our Teacher Education Program meets the educational prerequisites for professional licensure or certification in each U.S. state, district, and territory. Professional Licensure Determination and Student Location Policy and processes are included.

**KANSAS WESLEYAN UNIVERSITY  
Office of the Provost**

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## Professional Licensure and Certification Disclosures Processes

This document contains information related to Kansas Wesleyan University's programs that are designed to prepare students for the attainment of a professional license or certification and its determination as whether those programs meet the educational prerequisites for professional licensure or certification. Academic programs omitted from this list are not intended to lead to a professional licensure or certification.

**Additional Licensure Requirements:** Requirements for licensure or certification in addition to educational prerequisites may include professional examinations, background checks, years or work experience, fingerprinting requirements, etc.

**Potential Changes in Requirements:** Students who plan to pursue licensure should be aware that requirements for professional licensure can vary drastically by state, and these requirements are subject to change at any time. While an academic program may originally meet the educational requirements for licensure, changes in requirements or laws could impact the program's ability to meet new educational requirements. Students should always check with their state licensure board to confirm licensure requirements.

**Important Note for Relocating During the Course of a Program of Study:** Prospective and current students should keep in mind that relocating to another state during the course of a program of study could impact their ability to meet the licensure or certification requirements of the relocating state.

## KWU Teacher Education Program

The Teacher Education Program at Kansas Wesleyan University (KWU) is aligned to standards adopted by the Kansas State Board of Education, through the Kansas Department of Education. Completers of a program of student within the KWU Teacher Education Program will earn recommendation for licensure in the state of Kansas. Out-of-State licensure may be obtained by transferring a Kansas teaching license to the desired state.

### U. S. States to Which the KWU Teacher Education Program Are Directly Aligned:

Kansas

### U. S. States to Which the KWU Teacher Education Program and State Licensure Result in Direct Reciprocity:

Alabama	Montana	South Carolina
Arizona	Nebraska	South Dakota
Georgia	Nevada	Tennessee
Hawaii	New Jersey	Texas
Illinois	New Mexico	Utah
Iowa	New York	Virginia
Kansas	North Dakota	West Virginia
Mississippi	Ohio	Wisconsin
Missouri	Oklahoma	Wyoming

### U.S. States to Which a Provision/Temporary\* License is Issued:

Alaska	Louisiana	New Hampshire
Arkansas	Maine	North Carolina
California	Maryland	Oregon
Colorado	Massachusetts	Rhode Island
Idaho	Michigan	Vermont
Indiana	Minnesota	Washington

\*A provisional/temporary license may be issued by a state in which a deficit in course work or testing exists. The professional will be awarded a temporary license for a period of time in order for the professional to satisfy the deficiency.

### U.S. States & Districts in Which a Determination Has Not Been Reached:

Connecticut	Florida	Pennsylvania
Delaware	Kentucky	District of Columbia

U.S. Territories in Which a Determination Has Not Been Reached:

American Samoa

Commonwealth of Puerto Rico

Serranilla Bank (Caribbean)

Bajo Nevo Bank (Petrel Island)

Guam

Virgin Islands

Commonwealth of Northern  
Mariana Islands

## How Determinations Are Made

Determinations regarding U.S. State's, District's, or Territory's approval of KWU's Teacher Education curriculum are rendered, based upon the following processes:

- Determination processes are based solely on prospective and currently enrolled students in KWU's Teacher Education Program.
- KWU's Director of Teacher Education, in collaboration with KWU Administration, will chart and record all prospective and currently enrolled students in the Teacher Education Program.
- KWU's Director of Teacher Education and Administration, will review and make a determination whether its curriculum will or will not be approved by the prospective or currently enrolled student's home/residence state.
  - This determination process will involve whether the prospective or currently enrolled student's home/residence state has articulated an agreement with the State of Kansas.
    - Articulated agreement types already in place with the State of Kansas include:
      - Direct Alignment
      - Direct Reciprocity
      - Provisional/Temporary Licensure Approval
    - Articulated agreement approval lists are found on page 5 of this document
  - States, districts, or territories not recorded on the approval lists will be reported as "Undetermined."
  - Prospective or currently enrolled students from an "undetermined" state, district, or territory will be reported to the prospective or currently enrolled student as "undetermined", but may require further investigation by the Director of Teacher Education. The investigation will include:
    - A review of the state's, district's, or territory's Department of Education Website and/or
    - Direct contact with the state's, district's, or territory's Department of Education
  - Fourteen (14) calendar days after the investigation has concluded and a determination has been made that the program curriculum does not meet the student's state home/residence requirements, a direct disclosure notification will be provided in writing (which may include email or other forms of electronic communication) to student(s) whose home/residence is in the investigated state, district, or territory.
  - When a state, district, or territory has not been evidenced in the Teacher Education's prospective or currently enrolled student population and said state, district, or territory is recorded as "undetermined", no further action will be taken until such time that a prospective student has stated their interest in being a part of the program. At that time, the investigative steps outlined above will be enacted along with appropriate direct disclosure notifications.
  - Prospective programmatic students will be notified within fourteen (14) calendar days after prospective student's information (home address, major, etc.) has been entered in Jenzabar.
- KWU will be responsible for maintaining and updating its website with 'Make Available' disclosure information as it becomes available.
- KWU will be responsible for sending the appropriate 'Direct Disclosures' notifications as outlined on pp. 9 – 10 of this document.
- If a prospective or currently enrolled student has notified the institution of a home/residence change and the institution has noted the change in Jenzabar, the date of entry in Jenzabar will

serve as the effective date of a student's revised location for the purposes of this policy. The institution will then have 14 calendar days to provide a direct disclosure to the student if it has been determined that the program's curriculum does not meet the state's (student's revised location) educational requirements for licensure or certification.

## Sample 'Direct Disclosure' Communication to Prospective & Current Students

### 'Direct Disclosure' – Has Not Made a Determination Draft Message

Dear, \_\_\_\_\_,

Due to recent changes in Federal Legislation, we are now required to contact you regarding your program of study in Teacher Education, and whether KWU's program curriculum would be approved by your home state (state location/residency). At this time, we have not made a determination whether KWU's program curriculum meets state licensure requirements in your home state. Please contact your program director for more information. Thank you.

### 'Direct Disclosure' – Negative Determination Draft Message

Dear, \_\_\_\_\_,

Due to recent changes in Federal Legislation, we are now required to contact you regarding your program of study in Teacher Education, and whether KWU's program curriculum would be approved by your home state (state location/residency). At this time, we have determined that KWU's program curriculum does not meet state licensure requirements in your home state. Please contact your program director for more information. Thank you.

### 'Direct Disclosure' – Positive Determination Draft Message

Dear, \_\_\_\_\_,

Due to recent changes in Federal Legislation, we are now required to contact you regarding your program of study in Teacher Education, and whether KWU's program curriculum would be approved by your home state (state location/residency). At this time, we have determined that KWU's program curriculum does meet state licensure requirements in your home state. Please contact your program director for more information. Thank you.

### 'Direct Disclosure' – Conditional Positive Determination Draft Message

Dear, \_\_\_\_\_,

Due to recent changes in Federal Legislation, we are now required to contact you regarding your program of study in Teacher Education, and whether KWU's program curriculum would be approved by your home state (state location/residency). At this time, we have determined that KWU's program curriculum does meet state licensure requirements in your home state, but you will be granted a provisional or temporary license upon program completion due to needing additional course work or additional testing. Please contact your program director for more information. Thank you.

'Direct Disclosure' – Determination Draft Message Resend Due to Change of Student Location

Dear, \_\_\_\_\_,

Due to recent changes in Federal Legislation, we are now required to contact you regarding your program of study in Teacher Education, and whether KWU's program curriculum would be approved by your home state (state location/residency). At this time [*select one of the following four choices below*],

we have not made a determination whether KWU's program curriculum meets state licensure requirements in your home state. Please contact your program director for more information. Thank you.

we have determined that KWU's program curriculum does not meet state licensure requirements in your home state. Please contact your program director for more information. Thank you.

we have determined that KWU's program curriculum does meet state licensure requirements in your home state. Please contact your program director for more information. Thank you.

we have determined that KWU's program curriculum does meet state licensure requirements in your home state, but will you be granted a provisional or temporary license upon program completion due to needing additional course work or additional testing. Please contact your program director for more information. Thank you.

Description of Out-of-State License Transfer Process: The KWU Teacher Education Program strongly encourages completers of their program to first obtain a Kansas teaching license then transfer that license to the state of choice.

[file:///C:/Users/Bill/Desktop/KWU%202020/Professional%20Licensure%20Notification%20-%20By%20US%20State%20&%20Territory/State%20by%20State%20Contacts%20for%20Academic%20Programs%20with%20Licensure/Teacher%20Education/Teacher%20Education%20\(updated%20April%202020\).html](file:///C:/Users/Bill/Desktop/KWU%202020/Professional%20Licensure%20Notification%20-%20By%20US%20State%20&%20Territory/State%20by%20State%20Contacts%20for%20Academic%20Programs%20with%20Licensure/Teacher%20Education/Teacher%20Education%20(updated%20April%202020).html)

State	Description of Out-of-State License Transfer Process	Link to State Website
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Alabama	Through the certificate reciprocity approach to certification, Alabama recognizes valid professional educator certificates issued by other states, the District of Columbia, U.S. Territories, or the Department of Defense Education Activity (DoDEA) as the basis to offer professional certification in Alabama. The certificate(s) presented must be at a degree level, in a teaching field or instructional support area, and at a grade level in which Alabama offers comparable certification.	<a href="https://www.alsde.edu/sec/ec/Pages/outofstatecertificates-all.aspx">https://www.alsde.edu/sec/ec/Pages/outofstatecertificates-all.aspx</a>
Alaska	If a teacher provides a valid teaching certificate from another state, the teacher is eligible for a one-year certificate. To extend the certificate for up to three years, the teacher would need to provide evidence of satisfying a basic competency exam and completing an approved teacher preparation program within one-year. Within two years, the teacher would need to provide evidence of completing 3 semester hours of an approved Alaska studies course and 3 semester hours of an approved multicultural course.	<a href="https://education.alaska.gov/teachercertification/certification/initial#OutOfState">https://education.alaska.gov/teachercertification/certification/initial#OutOfState</a>
Arizona	The Arizona Department of Education Certification Unit may issue a comparable teaching, administrative, or professional non-teaching certificate to an applicant who holds a valid, comparable certificate in another state and is in good standing in that other state. Applicants may also qualify to add additional approved areas or endorsements to existing teaching certificates if they hold a valid, comparable approved area or endorsement in another state.	<a href="https://www.azed.gov/educator-certification/forms-and-information/reciprocity/">https://www.azed.gov/educator-certification/forms-and-information/reciprocity/</a>
Arkansas	Request a Reciprocity packet from ADE by emailing <a href="mailto:ade.educatorlicensure@arkansas.gov">ade.educatorlicensure@arkansas.gov</a> (Please include a name and mailing address where you would like to receive the packet).	<a href="http://dese.ade.arkansas.gov/divisions/educator%20effectiveness/educator-licensure/licensure-by-reciprocity">http://dese.ade.arkansas.gov/divisions/educator%20effectiveness/educator-licensure/licensure-by-reciprocity</a>

California	Out-of-states candidates must hold a professional-level credential to qualify for California teaching certification based on out-of-state certification. ... Candidates not meeting the requirements for a Clear credential are granted a Preliminary teaching license.	<a href="https://www.ctc.ca.gov/credentials/out-of-state-app?TSPD_101_R0=084e6f7cb6ab2000033894830d732e5f9966472a649c77291d2148969fd5ac1d00cfafb88ab1bf6f0823ed278e14300008b8c912c7c7c70cdbbb3a68be9cdb14ccd40258d7dc9299027d7f5f58e9e780530abebc4cd7aae7e3fec16ab3cd8a30">https://www.ctc.ca.gov/credentials/out-of-state-app?TSPD_101_R0=084e6f7cb6ab2000033894830d732e5f9966472a649c77291d2148969fd5ac1d00cfafb88ab1bf6f0823ed278e14300008b8c912c7c7c70cdbbb3a68be9cdb14ccd40258d7dc9299027d7f5f58e9e780530abebc4cd7aae7e3fec16ab3cd8a30</a>
Colorado	If you hold a valid teacher license (not substitute, temporary, emergency, provisional or probationary) issued by another state that carries an identical endorsement (subject matter and grade level(s)) to one issued by Colorado, meet the degree and program requirement for that endorsement, including student teaching and field experience, AND have three years of full-time licensed teaching experience in that state within the past seven years, Colorado will issue a professional license with the identical endorsement requested.	<a href="https://www.cde.state.co.us/cdeprof/outofstateteacher">https://www.cde.state.co.us/cdeprof/outofstateteacher</a>
Connecticut	Connecticut does not have reciprocity with any other states; however, they do provide pathways to educator certification through the NASDTEC Interstate Agreement. This means that Connecticut will waive the need for specific course work requirements for certification if an applicant has already completed a regionally accredited teacher preparation program in another state or if the applicant has completed at least 30 months as a fully credentialed teacher in another state.	<a href="https://portal.ct.gov/SDE/Certification/Out-of-State-Educators">https://portal.ct.gov/SDE/Certification/Out-of-State-Educators</a>
Delaware	The educator may demonstrate 4 years of successful teaching experience by submitting documentation of a minimum of 4 years of teaching experience and of having received at least 2 satisfactory evaluations from the jurisdiction that are the equivalent of the two satisfactory summative evaluations that are the equivalent of a Delaware educator.	<a href="https://www.doe.k12.de.us/Page/3504">https://www.doe.k12.de.us/Page/3504</a>

Florida	<p>Florida has two reciprocity routes for certified teachers and administrators to qualify for our Professional Certificate. Valid Standard Certificate Issued by a State Other than Florida. The certificate shall be the valid standard educator's certificate issued by that state which is comparable to a Florida Professional Certificate. Be issued in a subject comparable to a Florida certification subject. Require the same or higher level of training required for certification in that subject in Florida. The certificate must be currently valid (not expired or revoked). Certificate Issued by the National Board for Professional Teaching Standards (NBPTS) The NBPTS certificate must be currently valid. The Florida certificate will reflect the Florida subject considered comparable to the NBPTS subject.</p>	<p><a href="http://www.fldoe.org/teaching/certification/pathways-routes/certified-teacher-or-administrator.stml">http://www.fldoe.org/teaching/certification/pathways-routes/certified-teacher-or-administrator.stml</a></p>
Georgia	<p>Georgia offers out-of-state teachers the opportunity to obtain a Clear Renewable Teaching Certification through Interstate Reciprocity. You must either currently hold a Professional Educator Certification issued by a NASDTEC member state or have completed an approved teacher preparation program in another state while fulfilling all other necessary certification requirements.</p>	<p><a href="https://www.gapsc.com/Certification/Home.aspx">https://www.gapsc.com/Certification/Home.aspx</a></p>
Hawaii	<p>HTSB offers full reciprocity to teachers licensed in other jurisdictions since July 1, 2006. They only have to submit a Hawaii license application and verify their active license in the home state.</p>	<p><a href="http://www.hawaiipublicschools.org/ConnectWithUs/Employment/LicensureAndCertification/Pages/home.aspx">http://www.hawaiipublicschools.org/ConnectWithUs/Employment/LicensureAndCertification/Pages/home.aspx</a></p>
Idaho	<p>If the educator has a clear certification, they will receive a three-year Interim Certification in order to complete Idaho state specific requirements. If the educator has already met the Idaho state specific requirements, they would be granted a clear initial five year renewable certification.</p>	<p><a href="https://www.sde.idaho.gov/cert-psc/cert/apply/out-of-state.html">https://www.sde.idaho.gov/cert-psc/cert/apply/out-of-state.html</a></p>

Illinois	Illinois does have full reciprocity with other state. We require a bachelor's degree (masters for administration and specific SSP programs) and a valid, comparable license from the other state.	<a href="https://www.isbe.net/Pages/Educator-Licensure.aspx">https://www.isbe.net/Pages/Educator-Licensure.aspx</a>
Indiana	The state of Indiana offers teachers from out-of-state the ability to apply for a Reciprocal Permit. In order to qualify for a Reciprocal Permit, you must have completed an approved teacher education program in another state and/or hold a valid state-issued teaching certification from another state.	<a href="https://www.doe.in.gov/licensing/teacher#OutState">https://www.doe.in.gov/licensing/teacher#OutState</a>
Iowa	The state of Iowa offers various levels of certification to out-of-state candidates depending on how much experience and education the candidate has received so far.	<a href="https://www.boee.iowa.gov">https://www.boee.iowa.gov</a>
Kansas		
Kentucky	The state of Kentucky will accept applications for teaching certification from applicants who are currently licensed out-of-state teachers or who have completed a teacher preparation program another state. There are various requirements for education and certification verifications, among other necessities.	<a href="http://www.epsb.ky.gov/mod/page/view.php?id=30">http://www.epsb.ky.gov/mod/page/view.php?id=30</a>

Louisiana	Educators with an out-of-jurisdiction license are granted a temporary similar license in the receiving jurisdiction upon successful processing of the receiving jurisdiction's application and academic records. This temporary license is an out-of-state (OS) certificate, valid for a three-year period, and is not renewable. It is issued to a teacher who has completed an out-of-state teacher preparation program and either holds or is eligible for a certificate in the state in which the program was completed. The teacher is not initially eligible for a level 1, 2, or 3 Louisiana certificate but meets Louisiana certification requirements with the exception of the Praxis/National Teacher Exam requirements. It provides a transition period that permits the holder to be employed in Louisiana K-12 schools while he/she complies with Louisiana Praxis/NTE requirements or meets Praxis exclusion eligibility requirements. For continued employment as a teacher in a Louisiana school system after the three year period has elapsed, the OS certificate holder must fulfill guidelines for a level 1 or higher-level certificate.	<a href="https://www.teachlouisiana.net/Teachers.aspx?PageID=650">https://www.teachlouisiana.net/Teachers.aspx?PageID=650</a>
Maine	The state of Maine offers current teachers, or those who qualify for teacher certification, in others states to earn teaching certification in Maine through evaluation of out-of-state teacher education programs and examinations.	<a href="https://www.maine.gov/doe/cert/">https://www.maine.gov/doe/cert/</a>
Maryland	Maryland offers teachers from out-of-state a variety of certification options depending on their current qualifications (education level, experience, and examinations completed).	<a href="http://marylandpublicschools.org/about/Pages/DEE/Certification/apply/Out-of-State-Certificate.aspx">http://marylandpublicschools.org/about/Pages/DEE/Certification/apply/Out-of-State-Certificate.aspx</a>
Massachusetts	Massachusetts offers teachers from out-of-state the opportunity to quickly step into a Massachusetts classroom with a Temporary Teacher's License. The Temporary License is valid for one year and the applicant must have acquired 3 years of professional teaching experience with a valid teaching credential.	<a href="http://www.doe.mass.edu/licensure/">http://www.doe.mass.edu/licensure/</a>

Michigan	<p>Under reciprocity, applicants who hold a valid teaching license in another state may be eligible for Michigan certification so long as they can verify their licensure and teaching experience. Those who meet these requirements may apply for the Provisional Temporary Teacher Employment Authorization (T2EA). Once issued, candidates have one year to pass the MTTC Professional Readiness Examination and the subject area exam for the occupation to be taught. Once the exam requirements are fulfilled, candidates may apply for a Provisional certificate and follow the traditional three-tier certification pathway in Michigan.</p>	<p><a href="https://www.michigan.gov/documents/mde/Out_of_State_Applicants_534635_7.pdf">https://www.michigan.gov/documents/mde/Out_of_State_Applicants_534635_7.pdf</a></p>
Minnesota	<p>Minnesota only requires the passing of content and pedagogy exams for individuals licensed based on teacher preparation from another state. For some licensure areas, specifically in low-incidence special education fields, the content exam taken outside of Minnesota may meet our requirement. Additionally, an individual with a professional license from another state that has not completed teacher preparation, may meet the requirements of a Minnesota Tier 3 license if they also have two years of teaching experience.</p>	<p><a href="https://mn.gov/pelsb/aspiring-educators/requirements/">https://mn.gov/pelsb/aspiring-educators/requirements/</a></p>

Mississippi	A five-year license is granted to applicants who hold a valid standard out-of-state license (K-12) in an area in which Mississippi issues an endorsement. In the 2011 state legislative session, House Bill 641 changed the state statute for Reciprocity applicants. Now, Section 37-3-2 (8)(a) states: The department shall grant a standard license to any individual who possesses a valid standard license from another state and meets minimum Mississippi license requirements or equivalent requirements as determined by the State Board of Education. The Office of Educator Licensure will implement this new statute with applications submitted after June 30, 2011.	<a href="https://www.mdek12.org/OTL/OEL/Reciprocity">https://www.mdek12.org/OTL/OEL/Reciprocity</a>
Missouri	Missouri offers out-of-state teachers with valid teaching certifications comparable educator licenses based on verification of teaching experience and their certifications.	<a href="https://dese.mo.gov/educator-quality/certification">https://dese.mo.gov/educator-quality/certification</a>
Montana	The state of Montana offers teachers from out-of-state two options for Montana teacher certification. The first option is the Standard Certification and will be issued to those with a Bachelor's degree and verification of an out-of-state certification. The second option is the Professional Certification and is issued to individuals who hold a master's degree and can provide verification of their teaching certification from out-of-state as well as proof of at least 3 years of teaching experience.	<a href="http://opi.mt.gov/Educators/Licensure/Educator-Licensure">http://opi.mt.gov/Educators/Licensure/Educator-Licensure</a>
Nebraska	Nebraska offers the opportunity for current out-of-state teachers to qualify for certification in Nebraska based on examination of current credentials, verification of experience and completion of appropriate skills and subject examinations.	<a href="https://www.education.ne.gov/tcert/">https://www.education.ne.gov/tcert/</a>

Nevada	We will issue a reciprocal license to a teacher licensed in another jurisdiction if that teacher holds a full license (i.e. not a provisional license) and if the requirements for licensure in that other state, to include required coursework, student teaching, and competency testing, are substantially similar to Nevada's requirements.	<a href="http://www.doe.nv.gov/Educator_Licensure/New_Teachers_Out_of_State_Applicants/">http://www.doe.nv.gov/Educator_Licensure/New_Teachers_Out_of_State_Applicants/</a>
New Hampshire	There may be additional testing requirements beyond those required in the sending state.	<a href="https://www.education.nh.gov/who-we-are/division-of-educator-support-and-higher-education/bureau-of-credentialing">https://www.education.nh.gov/who-we-are/division-of-educator-support-and-higher-education/bureau-of-credentialing</a>
New Jersey	If we offer the same license, if we require a subject matter test and the out of state license also dies, if good evaluations / experience requirements are met (three years) then we offer reciprocity. Teacher cert however will be more complicated in School Year 2017-18 due to the addition of a performance assessment as a requirement for full reciprocity for those holding initial certs from an approved teacher prep program.	<a href="https://nj.gov/education/license/out/reciprocity.htm">https://nj.gov/education/license/out/reciprocity.htm</a>
New Mexico	Teacher/Administrator will receive a similar license to what was held in another state when all appropriate documentation is provided at time of application.	<a href="https://webnew.ped.state.nm.us/bureaus/licensure/">https://webnew.ped.state.nm.us/bureaus/licensure/</a>
New York	If you are licensed to teach in another state, you may be eligible for an Initial Certificate—the entry-level certificate for classroom teachers that is issued by the State of New York in specific subject/ grade titles. This certificate may be granted to teacher candidates who meet either one of the following criteria: Completion of three years or more of certified public school teaching experience in another single U.S. State or Territory within the last five years, or Completion of a teacher preparation program from an accredited college or university located in another U.S. State or Territory	<a href="http://www.highered.nysed.gov/tcert/certificate/teachrecother.html">http://www.highered.nysed.gov/tcert/certificate/teachrecother.html</a>

North Carolina	For out-of-state teachers, North Carolina offers the SP1 Professional Certification and the SP2 Professional Certification. If you have completed a teacher preparation program, fulfilled examination requirements, acquired a valid certification in your state, but have completed less than 3 years of experience, you will apply for an SP1 Certification. If you have completed 3 years or more of teaching experience, you will need to apply for an SP2 Certification.	<a href="https://www.dpi.nc.gov/educators/educators-licensure/beginning-process-educators-license">https://www.dpi.nc.gov/educators/educators-licensure/beginning-process-educators-license</a>
North Dakota	For out-of-state teachers, North Dakota accepts valid teacher certification from other states as proof of your qualifications to teach in the state of North Dakota (unless your state has less stringent requirements for basic skills or subject examinations).	<a href="https://www.nd.gov/espb/licensure/license-information/types-licenses">https://www.nd.gov/espb/licensure/license-information/types-licenses</a>
Ohio	To become a licensed teacher in Ohio, you must have a minimum of a bachelor's degree and have completed an approved teacher preparation program through an accredited college/university.	<a href="http://education.ohio.gov/Topics/Teaching/Licensure/Out-of-State-Licensure">http://education.ohio.gov/Topics/Teaching/Licensure/Out-of-State-Licensure</a>
Oklahoma	The state of Oklahoma will accept proof of current, valid teacher certifications from other states for current teachers seeking teacher certification in Oklahoma. However, if your current certifying state has differing standards than Oklahoma, you may be held responsible to fulfill any deficiencies acknowledged by a certification analyst at the Oklahoma Department of Education.	<a href="https://sde.ok.gov/traditional-path-oklahoma-teacher-certification">https://sde.ok.gov/traditional-path-oklahoma-teacher-certification</a>
Oregon	Those applying from out of state are granted a 1-year Reciprocal License. During that year, they must pass Oregon's test regarding the <i>Protecting Student and Civil Rights in the Educational Environment</i> ; and any other content/endorsement assessments to be eligible for full licensure.	<a href="https://www.oregon.gov/tspc/LIC/Pages/Out-of-State.aspx">https://www.oregon.gov/tspc/LIC/Pages/Out-of-State.aspx</a>

Pennsylvania	Verify that your state is part of the National Association Directors of Teacher Education and Certification (NASDTEC) Interstate Agreement opens in a new window. If your state is not a party to the NASDTEC Interstate Agreement, your certification program will be evaluated against PA certification program guidelines.	<a href="https://www.education.pa.gov/Educators/Certification/OutOfState/Pages/Completed-Approved-Preparation-Program-Outside-of-Pennsylvania.aspx">https://www.education.pa.gov/Educators/Certification/OutOfState/Pages/Completed-Approved-Preparation-Program-Outside-of-Pennsylvania.aspx</a>
Rhode Island	Educators with an out-of-jurisdiction license are granted a similar license in the receiving jurisdiction upon successful processing of the receiving jurisdiction's application, academic records, and taking and passing RI required tests.	<a href="https://www.ride.ri.gov/TeachersAdministrators/EducatorCertification/RIEducatorPreparationPrograms.aspx#12581-ri-approved-programs">https://www.ride.ri.gov/TeachersAdministrators/EducatorCertification/RIEducatorPreparationPrograms.aspx#12581-ri-approved-programs</a>
South Carolina	Traditional program completer with comparable areas and appropriate content exam or alternative program completer who has advanced to standard license. This excludes Career and Technology areas as defined by South Carolina.	<a href="https://ed.sc.gov/educators/teaching-in-south-carolina/reciprocity/">https://ed.sc.gov/educators/teaching-in-south-carolina/reciprocity/</a>
South Dakota	Received a teacher, administrator or educator specialist certificate in another state. Must complete full state-certification. May not be a temporary, emergency, substitute or provisional certificate. Completed a successful student teaching, internship, or field experience. Provide verification from the licensing state that there are no disciplinary actions or ethics violations.	<a href="https://doe.sd.gov/certification/documents/RECIPROCITY-%20ED.pdf">https://doe.sd.gov/certification/documents/RECIPROCITY-%20ED.pdf</a>
Tennessee	Out-of-State applicants - Individuals applying for the practitioner license through an out-of-state pathway must provide a license from another state or verification of program completion from a program approved for licensure in another state.	<a href="https://www.tn.gov/education/licensing/educator-licensure/out-of-state-educators.html">https://www.tn.gov/education/licensing/educator-licensure/out-of-state-educators.html</a>
Texas	You must apply for a review of credentials if you are seeking certification in Texas and you hold a standard certificate issued by another state or territory. A standard certificate is defined in TAC §230.111(c).	<a href="https://tea.texas.gov/texas-educators/certification/out-of-state-certification/out-of-state-certified-educators">https://tea.texas.gov/texas-educators/certification/out-of-state-certification/out-of-state-certified-educators</a>

Utah	<a href="https://www.schools.utah.gov/curr/licensing/earning?mid=2465&amp;aid=7">The state of Utah allows teachers and individuals who have completed an accredited teacher preparation program out-of-state to use their current credentials to become certified in Utah.</a>	<a href="https://www.schools.utah.gov/curr/licensing/earning?mid=2465&amp;aid=7">https://www.schools.utah.gov/curr/licensing/earning?mid=2465&amp;aid=7</a>
Vermont	Educators (Teachers & Administrators) who hold a current professional license from outside of Vermont will be given a Level I license (3 year) in the endorsement area delineated on their out-of- state license or a comparable VT endorsement when the following have been met:	<a href="https://education.vermont.gov/educator-licensure/become-a-vermont-educator">https://education.vermont.gov/educator-licensure/become-a-vermont-educator</a>
Virginia	For individuals who have obtained a valid out-of-state license, with full credentials and without deficiencies, that is in force at the time the application for a Virginia license is received by the Department of Education. Each such individual shall establish a file in the Department of Education by submitting a complete application packet, which shall include official student transcripts. No service requirements or licensing assessments shall be required for any such individual.	<a href="http://www.doe.virginia.gov/teaching/licensure/info_out-of-state_online_programs.pdf">http://www.doe.virginia.gov/teaching/licensure/info_out-of-state_online_programs.pdf</a>
Washington	Must complete a basic skills test (WEST-B or approved alternative) and pass a content area test for endorsement sought (WEST-E/NES or approved alternative). Teacher Testing Assessments	<a href="https://www.k12.wa.us/certification/teacher-certificate/out-state-applicants-teachers">https://www.k12.wa.us/certification/teacher-certificate/out-state-applicants-teachers</a>
West Virginia	Under W. Va. Code §18A-3-1 and as defined in WV Policy 5202 §126-136-16, out of state applicants seeking initial licensure in the state of West Virginia, based on reciprocity, are required to meet EACH of the following: hold a valid teaching certificate or a certificate of eligibility issued by another state, have graduated from a state-approved educator preparation program* at a regionally accredited institution of higher education; AND have successfully completed a student teaching experience or equivalent in the state in which the approved program was completed.	<a href="https://wvde.state.wv.us/certification/forms/reciprocity.html">https://wvde.state.wv.us/certification/forms/reciprocity.html</a>

Wisconsin	Applicants have completed the testing requirements of a state-approved educator preparation program and are eligible for licensure in that state. Candidates should apply for the Wisconsin license that most closely matches their out-of-state license. Upon application, a review will be completed to determine comparability with Wisconsin preparation, testing, and statutory requirements.	<a href="https://dpi.wi.gov/licensing/pathways-licensure/oos-pathways#Out-of-State%20Pathway">https://dpi.wi.gov/licensing/pathways-licensure/oos-pathways#Out-of-State%20Pathway</a>
Wyoming	Wyoming participates in state-to-state reciprocity; however, reciprocity implies an “equal exchange.” Therefore, the requirements an applicant met to obtain his or her out-of-state teaching license must be equivalent to Wyoming requirements.	<a href="https://wyomingptsb.com/licensure/out-of-state-applicants/">https://wyomingptsb.com/licensure/out-of-state-applicants/</a>

State Agency Contacts: [file:///C:/Users/Bill/Desktop/KWU%202020/Professional%20Licensure%20Notification%20-%20By%20US%20State%20&%20Territory/State%20by%20State%20Contacts%20for%20Academic%20Programs%20with%20Licensure/Teacher%20Education/Teacher%20Education%20\(updated%20April%202020\).html](file:///C:/Users/Bill/Desktop/KWU%202020/Professional%20Licensure%20Notification%20-%20By%20US%20State%20&%20Territory/State%20by%20State%20Contacts%20for%20Academic%20Programs%20with%20Licensure/Teacher%20Education/Teacher%20Education%20(updated%20April%202020).html)

State	Agency Name	Street Address	PO BOX	City	State	Zip	Phone	Fax	Website URL	Central Agency Email
Alabama	Alabama State Department of Education	50 North Ripley Street	302101	Montgomery	AL	36104	(334) 694-4900		<a href="mailto:vm@alsde.edu">vm@alsde.edu</a>	abn@abn.alabama.gov
Alaska	Alaska Dept. of Education and Early Development, Teacher Certification		110500	Juneau	AK	99811	(907) 465-2831	(907) 465-2441	<a href="mailto:tcwebmail@alaska.gov">tcwebmail@alaska.gov</a>	tcwebmail@alaska.gov
Arizona	Arizona State Board for Private Postsecondary Education	1740 W. Adams, Suite 3008		Phoenix	AZ	85007	(602) 542-5709	(602) 542-1253	<a href="https://www.azed.gov/">https://www.azed.gov/</a>	kevin.lamountain@azpse.gov
Arkansas	Arkansas Department of Education	4 Capitol Mall		Little Rock	AR	72201	(501) 682-4475		<a href="http://www.dese.ade.arkansas.gov">www.dese.ade.arkansas.gov</a>	Johnny.Key@arkansas.gov
California	California Department of Education	1430 N Street		Sacramento	CO	95814-5901	(916)-319-0800		<a href="https://www.cde.ca.gov/">https://www.cde.ca.gov/</a>	
Colorado	Colorado Department of Education	201 E. Colfax Ave		Denver	CO	80203	(303) 866-6600	(303) 830-0793	<a href="https://www.cde.state.co.us/">https://www.cde.state.co.us/</a>	anthes_k@cde.state.co.us
Connecticut	Connecticut State Department of Education, Bureau of Educator Standards and Certification	450 Columbus Boulevard, Suite 503		Hartford	CT	6103	(860) 713-6969	(860) 707-1980	<a href="https://portal.ct.gov/SDE/Certification/Bureau-of-Certification">https://portal.ct.gov/SDE/Certification/Bureau-of-Certification</a>	<a href="mailto:teacher.cert@ct.gov">teacher.cert@ct.gov</a>
Delaware	Delaware Department of Education	The Townsend Building 401 Federal Street , Suite 2		Dover	DE	19901	(302) 735-4000		<a href="http://www.doe.k12.de.us">www.doe.k12.de.us</a>	DDOE@doe.k12.de.us
District of Columbia	District of Columbia Public Schools	1200 First Street, NE		Washington	DC	20002	(202) 442-5885	(202) 442-5026	<a href="https://dcps.dc.gov">https://dcps.dc.gov</a>	lewis.ferebee@dc.gov
Florida	Florida Department of Education	325 West Gaines Street		Tallahassee	FL	32399	(800) 445-6739		<a href="http://www.fldoe.org/teaching/certification">www.fldoe.org/teaching/certification</a>	commissioner@fldoe.org
Georgia	Georgia Professional Standards Commission	200 Piedmont Ave, Suite 1702, West Tower		Atlanta	GA	30334	(404) 232-2500		<a href="https://www.gapsc.com/">https://www.gapsc.com/</a>	askdoe@gadoe.org
Hawaii	Hawaii Teacher Standards Board	650 Iwilei Road, Suite 268		Honolulu	HI	96817	(808) 586-2600		<a href="https://hawaiiteachersstandardsboard.org/content/contact-us-2/">https://hawaiiteachersstandardsboard.org/content/contact-us-2/</a>	htsb@hawaii.gov
Idaho	Idaho State Department of Education	650 West State Street		Boise	ID	83702	(208) 332-6800	(208) 334-2228	<a href="https://www.sde.idaho.gov/">https://www.sde.idaho.gov/</a>	info@sde.idaho.gov
Illinois	Illinois Department of Financial and Professional Regulation	100 W. Randolph, Suite 14-300		Chicago	IL	60601	(312) 814-2220		<a href="https://www.isbe.net/">https://www.isbe.net/</a>	<a href="http://webprod1.isbe.net/contactisbe/">http://webprod1.isbe.net/contactisbe/</a>
Indiana	Indiana Department of Education Office of Educator Licensing	South Tower, Suite 600, 115 W. Washington Street		Indianapolis	IN	46204	(317) 232-9010		<a href="https://www.doe.in.gov/licensing">https://www.doe.in.gov/licensing</a>	<a href="mailto:licensinghelp@doe.in.gov">licensinghelp@doe.in.gov</a>
Iowa	Iowa Department of Education	400 E 14th Street		Des Moines	IA	50319	(515) 725-0101		<a href="https://educateiowa.gov/">https://educateiowa.gov/</a>	<a href="mailto:larry.bice@iowa.gov">larry.bice@iowa.gov</a>
Kansas	Kansas State Department of Education	900 SW Jackson St.		Topeka	KS	66612	(785) 296-2288		<a href="https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation">https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation</a>	miller@ksde.org
Kentucky	Kentucky Department of Education	300 Sower Blvd		Frankfort	KY	40601	(502) 564-5789	(502) 564-9484	<a href="http://www.epbs.ky.gov/course/new.php?id=2">http://www.epbs.ky.gov/course/new.php?id=2</a>	KDElicensure@education.ky.gov
Louisiana	Louisiana Department of Education	Division of Educator Licensure	94064	Baton Rouge	LA	70904	(877) 453-2721		<a href="http://www.teachlouisiana.net">www.teachlouisiana.net</a>	
Maine	Certification Office, Maine Department of Education	23 State House Station		Augusta	ME	4333	(207) 624-6603	(207) 624-8637	<a href="https://www.maine.gov/doe/cert">https://www.maine.gov/doe/cert</a>	<a href="mailto:cert.doe@maine.gov">cert.doe@maine.gov</a>
Maryland	Maryland State Department of Education	200 West Baltimore Street		Baltimore	MD	21201	(410) 767-0100		<a href="http://www.marylandpublicschools.org">www.marylandpublicschools.org</a>	
Massachusetts	Massachusetts Department of Elementary and Secondary Education Office of Educator Licensure	75 Pleasant Street		Malden	MA	2148	(781) 338-6600	(617) 727-1627	<a href="https://www.doe.mass.edu/licensure/">https://www.doe.mass.edu/licensure/</a>	boe@doe.mass.edu
Michigan	Michigan Department of Education	608 W. Allegan Street	30008	Lansing	MI	48909	(833)633-5788	(517) 355-4565	<a href="https://www.michigan.gov/mde/0,4615,7-140-83834---00.html">https://www.michigan.gov/mde/0,4615,7-140-83834---00.html</a>	schneiderm@michigan.gov
Minnesota	Minnesota Department of Education	1500 Highway 36 West		Roseville	MN	55113	(651) 582-8200		<a href="https://education.mn.gov/MDE/ilic/">https://education.mn.gov/MDE/ilic/</a>	mde.commissioner@state.mn.us
Mississippi	Mississippi Department of Education	P.O. Box	771	Jackson	MS	39205	(601) 359-3513		<a href="https://www.mdek12.org">https://www.mdek12.org</a>	teachersupport@mdek12.org
Missouri	Missouri Department of Elementary and Secondary Education	205 Jefferson Street	480	Jefferson City	MO	65102	(573) 751-4212		<a href="https://dese.mo.gov/educators">https://dese.mo.gov/educators</a>	<a href="mailto:certification@dese.mo.gov">certification@dese.mo.gov</a>
Montana	Montana Office of Public Instruction		202501	Helena	MT	59620-2501	(406) 444-2580		<a href="https://opi.mt.gov/">https://opi.mt.gov/</a>	cert@mt.gov

Nebraska	Nebraska Department of Education	301 Centennial Mall South	94987	Lincoln	NE	68509	(402) 471-2295	(402) 471-0117	<a href="https://www.education.ne.gov/">https://www.education.ne.gov/</a>	matt.blomstedt@nebraska.gov
Nevada	State of Nevada Board of Education, Office of Educator Licensure (Two Locations)	700 E. Fifth Street 2020 E. Flamingo Rd. Ste 210		Carson City Las Vegas	NV	89701	(775)687-9115 (702)486-6458	(702)486-6450	<a href="http://www.doe.nv.gov/Educator_Licensure/">http://www.doe.nv.gov/Educator_Licensure/</a>	license@doe.nv.gov
New Hampshire	Division of Educator Support and Higher Education, Bureau of Credentialing	101 Pleasant Street		Concord	NH	3301	(603) 271-2409	(603) 271-6702	<a href="https://www.education.nh.gov/certification/index.htm">https://www.education.nh.gov/certification/index.htm</a>	<a href="mailto:CertInfo@doe.nh.gov">CertInfo@doe.nh.gov</a>
New Jersey	New Jersey Department of Higher Education	1 John Fitch Way 10th Floor	500	Trenton	NJ	8625	(609) 376-3500	(518) 473-0114	<a href="https://www.nj.gov/education/">https://www.nj.gov/education/</a>	Lamont.Repollet@doe.nj.gov
New Mexico	New Mexico Public Education Department	300 Don Gaspar, Room 101		Santa Fe	NM	87501	(505) 827-5821	(505) 827-1449	<a href="https://webnew.ped.state.nm.us/contact-us/">https://webnew.ped.state.nm.us/contact-us/</a>	licensureunit@state.nm.us
New York	Office of Teaching Initiatives	New York State Education Department, 89 Washington Avenue, 5th Floor		Albany	NY	12234	(518) 474-3901	(401) 222-1272	<a href="http://www.highered.nysed.gov/cert/">http://www.highered.nysed.gov/cert/</a>	<a href="https://secureforms.nysed.gov/oh/cert/ContactOTI.cfm">https://secureforms.nysed.gov/oh/cert/ContactOTI.cfm</a>
North Carolina	North Carolina Department of Public Instruction	301 N. Wilmington Street		Raleigh	NC	27601	(919) 807-3300		<a href="http://www.dpi.state.nc.us">www.dpi.state.nc.us</a>	information@dpi.nc.gov
North Dakota	North Dakota Education Standards and Practices Board	2718 Gateway Avenue, Suite 204		Bismarck	ND	58503	701) 328-9647	(70) 132-8964	<a href="https://www.nd.gov/espb/licensure">https://www.nd.gov/espb/licensure</a>	<a href="mailto:espbinfo@nd.gov">espbinfo@nd.gov</a>
Ohio	Ohio Department of Education	25 South Front Street		Columbus	OH	43215	(877) 644-6338		<a href="http://education.ohio.gov/">http://education.ohio.gov/</a>	<a href="mailto:contact.center@education.ohio.gov">contact.center@education.ohio.gov</a>
Oklahoma	Oklahoma State Department of Education	2500 North Lincoln Blvd		OKC	OK	73105	(405) 521-3301	(405) 521-6205	<a href="https://sde.ok.gov">https://sde.ok.gov</a>	<a href="mailto:SDEservice@doe.ok.gov">SDEservice@doe.ok.gov</a>
Oregon	Teacher Standards and Practices Commission	250 Division St. NE		Salem	OR	97301	(503) 378-3586	(503) 378-4448	<a href="https://www.oregon.gov/tspc/pages/index.aspx">https://www.oregon.gov/tspc/pages/index.aspx</a>	contact.tspc@oregon.gov
Pennsylvania	Pennsylvania Department of Education	333 Market Street		Harrisburg	PA	17126	(717) 783-6788		<a href="http://www.education.pa.gov">www.education.pa.gov</a>	
Puerto Rico	Puerto Rico State Department of Education	P.O. Box	190759	San Juan	PR	919	(787) 759-2000	(787) 282-6017	<a href="https://www2.ed.gov/about/contact/state/pr.html">https://www2.ed.gov/about/contact/state/pr.html</a>	
Rhode Island	Rhode Island Department of Elementary and Secondary Education	255 Westminster Street		Providence	RI	2903	(40) 122-8893	(802) 828-2465	<a href="https://www.ride.ri.gov/TeachersAdministrators/EducatorCertification.aspx">https://www.ride.ri.gov/TeachersAdministrators/EducatorCertification.aspx</a>	<a href="mailto:EQAC@ride.ri.gov">EQAC@ride.ri.gov</a>
South Carolina	South Carolina Department of Education	1429 Senate Street		Columbia	SC	29201	(803) 734-8500		<a href="https://ed.sc.gov/">https://ed.sc.gov/</a>	<a href="mailto:info@ed.sc.gov">info@ed.sc.gov</a>
South Dakota	South Dakota Department of Education	800 Governors Drive		Pierre	SD	57501	(605) 773-3134		<a href="https://doe.sd.gov/">https://doe.sd.gov/</a>	certification@state.sd.us
Tennessee	Tennessee Department of Education	9th Floor, Andrew Johnson Tower 710 James Robertson Parkway		Nashville	TN	37243	(615) 532-4885	(615) 532-1448	<a href="http://www.tn.gov/education">www.tn.gov/education</a>	<a href="mailto:Educator.Licensure@tn.gov">Educator.Licensure@tn.gov</a>
Tennessee	Tennessee State Board of Education	500 James Robertson Pkwy		Nashville	TN	37243	(615) 741-2966		<a href="https://www.tn.gov/sbe/">https://www.tn.gov/sbe/</a>	<a href="https://www.tn.gov/sbe/licensure.html">https://www.tn.gov/sbe/licensure.html</a>
Texas	Texas State Board of Education	1701 N. Congress Avenue		Austin	TX	78701	(512) 463-9734	(512) 463-9007	<a href="http://tea.texas.gov">http://tea.texas.gov</a>	<a href="mailto:sboesupport@tea.texas.gov">sboesupport@tea.texas.gov</a>
Utah	Utah State Board of Education	250 E 500 S		Salt Lake City	UT	84114	(801) 538-7740	(801) 538-7973	<a href="https://www.schools.utah.gov/current/licensing">https://www.schools.utah.gov/current/licensing</a>	licensing@schools.utah.gov
Vermont	Vermont Agency of Education-Licensing Office	1 National Life Drive, Davis 5		Montpelier	VT	5641	(802) 828-2390	(802) 828-6430	<a href="https://education.vermont.gov/educator-licensure">https://education.vermont.gov/educator-licensure</a>	diane.lafaille@vermont.gov
Virgin Islands	Virgin Islands Department of Education	1834 Kongens Gade 00850		St. Thomas	VI	802	(340) 774-0100	(340) 773-1095	<a href="http://www.vide.vi/">http://www.vide.vi/</a>	
Virginia	Virginia Department of Education	James Monroe Building 101 N. 14th Street		Richmond	VA	23218	(800) 292-3820		<a href="http://www.doe.virginia.gov/education">www.doe.virginia.gov/education</a>	Patty.Pitts@doe.virginia.gov <Patty.Pitts@doe.virginia.gov>;
Washington	Professional Educator Standards Board	Old Capitol Building, 600 Washington Street SE		Olympia	WA	98504	(360) 725-6275		<a href="https://www.pesb.wa.gov/">https://www.pesb.wa.gov/</a>	PESB@k12.wa.us
West Virginia	West Virginia Department of Education	1900 Kanawha Blvd, Suite 700		East Charleston	WV	25303	(304) 558-7010	(304) 558-7843	<a href="https://wvde.us/certification-and-preparation/certification/">https://wvde.us/certification-and-preparation/certification/</a>	rhagerma@k12.wv.us
Wisconsin	Wisconsin Department of Public Instruction	125 S. Webster Street		Madison	WI	53703	(608) 266-3390		<a href="https://dpi.wi.gov/licensing">https://dpi.wi.gov/licensing</a>	dpistatesuperintendent@dpi.wi.gov
Wyoming	Wyoming Professional Teaching Standards Board	1920 Thomes Ave. Suite 100		Cheyenne	WY	82001	(307) 777-7291	(307) 777-8718	<a href="https://wyoingptsb.com/home/contact/">https://wyoingptsb.com/home/contact/</a>	wyoptsb@wyo.gov



**PROFESSIONAL LICENSURE AND DISCLOSURE  
POLICY**

<b>Administrative Division</b>	<b>Provost</b>
<b>Policy Title</b>	<b>Professional Licensure and Disclosure Policy</b>
<b>Administrative Office</b>	<b>Academic Dean</b>
<b>Effective Date of Policy</b>	<b>December 1, 2020</b>

**Purpose**

The U.S. Code of Federal Regulations, specifically 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c) require disclosures by institutions regarding educational requirement for programs leading to professional licensure or certification regardless of instructional modality. 34 CFR 668.43(a)(5)(v) requires an institution to provide information to enrolled and prospective students whether programs leading to professional licensure or certification meet educational requirements throughout all U.S. states and territories. This applies directly to the state or territory in which the enrolled and prospective students are located.

**Implementation**

This policy is effective December 1, 2020.

**Definitions**

*Current students:* Students who are currently enrolled in a KWU educational program of study.

*Student location:* This is defined as the State where the student resides using the permanent address in Jenzabar, the KWU student information system; for a prospective student, this is the State of the prospective student’s residency at the time the student has applied for admission, intends to enroll, and is then entered into Jenzabar, the KWU student information system. For students whose permanent address does not include a U.S. State or territory (e.g., student living outside the United States), their location will be considered to be the State of Kansas. Location designations shall remain in effect unless and until a student notifies the institution in writing of a change of U.S. State or territory location. Once the student has notified the institution of their location change and the institution has noted the change in Jenzabar, the date of entry of the new student location in Jenzabar will serve as the effective date of a student’s revised location for the purposes of this policy.

*Professional licensure program:* A degree program that can lead to a professional licensure or certification to ensure a professional meets certain industry and/or occupational requirements in terms of knowledge, experience, and currency.

*Prospective students:* Students who have applied for admission to KWU but have not yet enrolled in any KWU courses.

*Students:* Students include current and prospective students.

*State:* A State of the Union, American Samoa, the Commonwealth of Puerto Rico, the District of Columbia, Guam, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Serranilla Bank (Caribbean), and the Bajo Nevo Bank (Petrel Island).

### **Policy and Procedure**

If an educational program offered by Kansas Wesleyan University (KWU) is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completing that program would be sufficient to meet licensure requirements in a state for the occupation is required, including:

- A. A list of all states for which the institution has determined that its program curriculum meets the State educational requirements for licensure or certification;
- B. A list of all states for which the institution has determined that its program curriculum does not meet the state educational requirements for licensure or certification; and
- C. A list of all states for which the institution has not made a determination that its program curriculum meets the State educational requirements for licensure or certification;

A direct disclosure is required by 34 CFR 668.43(c) by the institution to the student in writing if the program leading to professional licensure or certification falls in one of the latter two categories above (the curriculum does not meet educational requirements, or the institution has not made a determination) for the state in which a student is located. In those two situations, the institution must inform the student directly of that status. This direct notification (typically email, letter, or other electronic form of communication) must occur before the student's enrollment in the program(s) or prior to the student making a financial commitment to the institution.

Alternatively, for a student enrolled in the program, if the institution makes a later determination that the program does not meet educational requirements for licensure or certification in the state where the student is located, the institution must provide notice directly to the student within 14 calendar days of making that determination. The direct disclosures must be in writing (typically email, letter, or other electronic form of communication). It is anticipated that this provision would occur most often when a program loses its approval in a state in which the student is located.

*Student Location:* For purposes of this policy, the student location is:

- The state where the **enrolled student** resides and is based on the permanent home address entered into Jenzabar, the KWU student information system.

- For a **prospective student**, this is the state of the prospective student's residency at the time the student has applied for admission, intends to enroll, and is then entered into Jenzabar, the KWU student information system.
- For *students whose permanent address does not include a U.S. State or territory* (e.g., student living outside the United States), their location will be considered to be the State of Kansas.

The student location designation will remain in effect unless and until the student notifies the institution in writing of a change of U.S. State or territory location listed in the student's permanent address within Jenzabar, the KWU student information system.

Once the student has notified the institution of their location change and the institution has noted the change in Jenzabar, the date of entry in Jenzabar will serve as the effective date of a student's revised location for the purposes of this policy.

The institution will then have 14 calendar days to provide a direct disclosure to the student if it has been determined that the program's curriculum does not meet the state's (student's revised location) educational requirements for licensure or certification.

All other university policies that determine Kansas residency for the purpose of tuition assessment will not be superseded by this policy.

### **Compliance**

Compliance with the university's Professional Licensure and Disclosure Policy is mandatory for all faculty, staff and students. Failure to follow the policy will be handled through the standard disciplinary procedure according to the respective university guidelines.

## 'Direct' Disclosure' – Consumer Information/Right-to-Know Draft Message

Dear, \_\_\_\_\_,

Due to changes to Federal Law, we are required to send you a message regarding where you may locate KWU's **Right-to-Know/Consumer Information**. This information may be found on the KWU Website at: <https://www.kwu.edu/consumer-information>, and contains important items regarding the following topics:

- Academic Departments
- Academic Dishonesty
- Academic Programs
- Accreditation
- All Academic Programs with Licensure – Notification
- Athletic Participation Rates and Financial Support
- Can I Afford KWU? The KWU Value
- Clery/Campus Security Act and Fire Safety Reports on Student Housing
- Confidentiality: FERPA (Family Educational Rights and Privacy Act)
- Cost of Attendance (2020 Tuition, Fees and Costs)
- Disability, Building Accommodations
- Disability Services
- Drug & Alcohol Prevention
- Equity in Athletics
- Faculty
- Federal Work Study Program
- Financial Aid:
  - Federal and State
  - Financial Assistance Information
  - Frequently Asked Questions
  - How Do I Apply for Financial Assistance?
  - How Do I learn About My Financial Awards?
  - Need Easy Access to Your Financial Office and Admissions Information?
  - Satisfactory Academic Progress for financial Aid Recipients
- Financial Aid Verification
- Forms
- Graduation/Completion Rates for the Student Body by Gender, Ethnicity, & Receipt of Pell Grants
- Higher Education Emergency Relief Fund (HEERF)
- Loan Disclosures
  - Code of Conduct for Education Loans
  - Entrance Counseling for Student Loan borrowers
  - Exit Counseling for Student Loan Borrowers
  - Keep Student Loan Debt Minimal
  - National Student Loan Data System (NSLDS)
  - Private Education Loan disclosures (Including Self-Certification Form)
  - Private Loan Lists
  - Self-Certification Form

- State Grant Assistance Entrance Counseling for Student Loan Borrowers
- Student Loan Information Published by the U.S. Department of Education
- Misrepresentation: Filing a Formal Student Complaint
- Net Price Calculator
- Pre-professional Programs
- Retention Rates
- Safeguarding Customer Information – Gramm-Leach-Bliley Act: Sections 501 & 502(b)(2)
- Satisfactory Academic Progress: For Financial Assistance Recipients
- Scholarships and Other Programs
- Student Athletes: Equity in Athletics Disclosure Act
- Student Body Diversity
- Student Financial Aid Recipient: Rights and Responsibilities
- Student On-campus Employment Terms and Conditions
- Student Outcomes Data
- Student Right-To-Know Act
- Study Abroad Policy
- Transfer Credit Policies and Articulation Agreements
- Text Books: ISBN and Price for All Required or Recommended
- Veteran & Military Benefits
- Withdrawing Procedures Regarding Kansas Wesleyan University, Refund Policy, Return of Title IV Funds

A paper copy of information will be sent upon request. Please contact Bridget Weiser at the address provided below.

Sincerely,

Bridget Weiser  
Vice President of Student Development  
Kansas Wesleyan University  
100 E. Clafin Avenue  
Salina, KS 67401  
[bridget@kwu.edu](mailto:bridget@kwu.edu)