



**SOCIAL WORK
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 Social Work 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 of 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.

How Determinations Are Made

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

- Determination processes are based solely on prospective and currently enrolled students in KWU's Social Work Program.
- KWU's Director of Social Work, in collaboration with KWU Administration, will chart and record all prospective and currently enrolled students in the Social Work Program.
- KWU's Social Work Program is currently in candidacy with the Council on Social Work Education (CSWE) accrediting body.
- Since KWU is in candidacy, all prospective and current students will be informed, through a direct disclosure, that it has not been determined whether KWU's BA degree will or will not meet licensure requirements in any of the U.S. states, districts, or territories, in which the prospective or current student resides.
- Currently, KWU offers a Bachelor of Arts degree in Social Work. Future students earning said degree will be authorized in most U.S. states, districts, or territories to take the Association of Social Work Boards (ASWB) Bachelor's Examination for social work licensure once KWU is a CSWE-accredited university.
- 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 p. 5 of this document.
- 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.
- 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 Social Work, 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 Social Work, 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 Social Work, 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' – 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 Social Work, and whether KWU's program curriculum would be approved by your home state (state location/residency). At this time *[select one of the following three 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.

Description of Out-of-State Licensure Process: [Social Work License Map](#)

The following links below, provide social work licensure requirements by U.S. state. Different states in the U.S. uphold their own requirements regarding experience and social work certification for those who aspire to become licensed social workers.

Alabama	Louisiana	Ohio
Alaska	Maine	Oklahoma
Arizona	Maryland	Oregon
Arkansas	Massachusetts	Pennsylvania
California	Michigan	Rhode Island
Colorado	Minnesota	South Carolina
Connecticut	Mississippi	South Dakota
Delaware	Missouri	Tennessee
Florida	Montana	Texas
Georgia	Nebraska	Utah
Hawaii	Nevada	Vermont
Idaho	New Hampshire	Virginia
Illinois	New Jersey	Washington
Indiana	New Mexico	West Virginia
Iowa	New York	Wisconsin
Kansas	North Carolina	Wyoming
Kentucky	North Dakota	Washington, D.C.



PROFESSIONAL LICENSURE AND DISCLOSURE POLICY

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

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,

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