



Kutztown University Policy ACA-094

Professional Licensure Disclosure Policy

A. Purpose

The purpose of this policy is to ensure Kutztown University complies with the U.S. Code of Federal Regulations 34 (CFR 668.43(a)(5)(v) and 34 CFR 668.43(c)) that require disclosures related to professional licensure and certification. This includes disclosing whether the curriculum in programs leading to professional licensure or certification meet state educational requirements for licensure or certification in the state where the student is located.

B. Scope

This policy applies to all Kutztown University academic programs that are designed to lead to professional licensure or certification.

C. Key words and phrases:

Professional Licensure Program – An academic program designed to meet educational requirements for a state professional license or certification.

CFR – The US Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the federal government.

Student Location – The state where the student resides, based on permanent address in student record system. Students must formally notify the University of any changes in permanent address.

Policy & Procedure(s)

1. General Disclosures

Kutztown University will publish disclosures on the institutional website listing programs leading to professional licensure and the associated state requirements. This will include:

- List of programs designed for professional licensure
- List of states where program meets requirements
- List of states where program does not meet requirements
- List of states where determination has not been made

2. Direct Disclosures

In accordance with 34 CFR 668.43(c), direct written disclosures will be made to individual students if the program does not meet requirements in the state where the student is located.

- Prospective students will receive disclosure before financial commitment.

- Enrolled students will receive disclosure within 14 days of determination.
3. Oversight – The Vice Provost for Extended and Lifelong Learning and respective Deans will provide oversight for professional licensure disclosures and policy compliance. The policy will be reviewed annually.

E. Effective Date

Spring 2025

F. Approved By

Approved by Graduate Council – February 8, 2024

Approved by Academic Standards and Policies Committee – March 18, 2024

University Senate – November 7, 2024

University President – December 7, 2024

G. Last Reviewed

Fall 2024 (policy created)