

**Lake Area Technical College**  
**Professional Licensure and Certification Programs:**  
**Disclosures and Initial Enrollment Requirements**

Created: January 2022  
Created by: Jennifer Severson, Grants & Compliance Manager  
Approved: January 2022 (LATC Leadership)  
Reviewed: Annually  
Updated: January 2025 (Federal Regulation change, process updates)  
Effective Date: January 2022  
Web Page: <https://www.lakeareatech.edu/professional-licensure-disclosures/>

Related Documents:

- Student and Prospective Student Location
- Student Attestation Form
- SARA Professional Licensure Application Pop-up

Purpose: To provide a framework required by Federal Code [34 CFR 668.43](#) for student disclosures for programs leading to professional licensure and certification and compliance with the Title IV Program Participation Agreement (PPA).

Scope: This guidance and its related procedures and definitions apply to students as defined in Student and Prospective Student Location guidelines and regardless of instructional mode, including online, in-person and hybrid courses. Situations not covered by this guidance may be covered under other LATC or Watertown School Board policies.

**1. Definitions**

- A. Enrollment/Enrolled: Registered for courses in the upcoming or current semester.
- B. Initial Enrollment into an Academic Program: Once a prospective student is accepted into an academic program and becomes a student, their initial enrollment in the program is the date they are first registered for their first term in their accepted program.
- C. Licensure or Certification: State or territory issued and required for employment in a particular occupation or profession.

- D. Location: The current address in LATC's integrated student information system that collects and stores student data.
- E. Location at Time of Initial Enrollment: The current address in LATC's integrated student information system that collects and stores student data at the time of initial enrollment, as defined above.
- F. Prospective Student: An individual prior to acceptance into an academic program, dual enrollment course, or non-degree course or program.
- G. Student: An individual accepted into an academic program, a dual enrollment course, or non-degree course or program.

## **2. General Guidance for Disclosure and Enrollment**

- A. LATC provides public disclosures on the College's website at <https://www.lakeareatech.edu/professional-licensure-disclosures/> in order to:
  - a. Inform the public when LATC academic programs are designed to lead to professional licensure or certification, and
  - b. In which states and territories each of those programs' curriculum has been determined to meet or to not meet the educational requirements of the state or territory.
- B. LATC provides direct disclosures to the following:
  - a. Applicants to a program designed to lead to professional licensure or certification if the prospective student's location is in a state or territory that the College has determined the program's curriculum does not meet the educational requirements of that state or territory, or
  - b. Students in a program designed to lead to professional licensure or certification if the College determines the program's curriculum does not or no longer meets the requirements of the student's location. Notice will be made to the student within 14 days of the College making such determination.
  - c. Students who request to change LATC programs to one designed to lead to professional licensure or certification if the College has determined the program's curriculum does not meet the educational requirements of that state or territory.
  - d. Students when an official change of address is submitted to LATC and the change in the student's location is to a state that does not meet educational requirements. Notice will be made to the student within 14 days of the College's receipt of an official change of address.
- C. LATC restricts initial enrollment into an academic program if the program is designed to lead to professional licensure or certification under these circumstances:
  - a. Before a student can be initially enrolled in a program designed to lead to professional licensure or certification, until the College determines the student's location at time of initial enrollment.

- b. If the student's location is in a state or territory that the program's curriculum meets the educational requirements of that state or territory, the student may be initially enrolled in the program.
- c. If the student's location is not in a state or territory that the program's curriculum meets the educational requirements of that state or territory, the student cannot be enrolled in the academic program unless an attestation is received indicating a change in location. The student must attest that they intend to seek employment after graduation in a state or territory where the academic program DOES meet the educational requirements. The attestation must clearly show the student intends to work in one particular state or territory upon completing the program and that the student understood what the attestation meant.
- d. Records related to direct disclosure and attestation for an individual student must be maintained by the College.

### **3. Dissemination**

This guidance shall be included on the Professional Licensure Disclosure webpage.

### **4. Revision of this Guidance and Related Procedures**

This guidance and related procedures supersede any previous LATC guidance addressing professional licensure disclosures and initial enrollment requirements, and will be reviewed and updated annually. LATC reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

*Legal references: Code of Federal Regulations 34 CFR 668.43 – Institutional and Programmatic Information*