

## SUNY Cobleskill Policy for Professional Licensure Disclosure

### I. PURPOSE

This policy establishes the basis for the definition, implementation, and coordination of Professional Licensure Disclosure within SUNY Cobleskill. The U.S. Code of Federal Regulations, specifically 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c) require disclosures by SUNY Cobleskill regarding educational requirements for programs leading to professional licensure or certification regardless of modality. 34 CFR 668.43(a)(5)(v) requires SUNY Cobleskill to make readily available to enrolled and prospective students' information about whether programs leading to professional licensure or certification meet educational requirements.

Reference link to federal regulation information: <https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-D/section-668.43>

### II. APPLICABILITY

This policy applies to all SUNY Cobleskill Academic Programs requiring professional licensure or certification. Modality of Instruction does not impact this policy.

### III. POLICY STATEMENT

Professional Licensure/Certification (PLC) pre-education requirements

The curriculum for programs leading to Professional Licensure at SUNY Cobleskill have been designed to meet the licensure/certification requirements in New York State (NYS) as well as preparing students to apply for licensure exams NYS. The licensure boards in each state are responsible for establishing the requirements for licensure/certification for their state. Students who intend to return or move to any state other than NYS need to review the professional licensure disclosures pertaining to their program and consult with the state professional licensing board. The state professional licensing boards make the ultimate decision as to whether or not an individual will be eligible to sit for licensure based on the rules and regulations in place at the time the individual submits their application for licensure.

### IV. PROFESSIONAL LICENSURE DISCLOSURES

Reference link: <https://www.cobleskill.edu/academics/professional-licensure.aspx>

#### A. Requirements for Professional Licensure

Find out about professional licensure before beginning an academic program at SUNY Cobleskill.

Disclosure Disclaimer: This information aims to inform students and stakeholders about the SUNY Cobleskill programs leading to professional licensure or certification. Programs omitted from this list are not intended to lead to a professional licensure or certification. Since the Professional Licensure and certification requirements vary from state to state, disclosures posted here can confirm if SUNY Cobleskill programs meet the educational prerequisites for professional licensure or certification within and outside the state of New York.

SUNY Cobleskill will annually review and update licensure information. Students planning to pursue licensure should note that state licensure requirements may change and should always verify licensure requirements with the relevant state licensure board.

Licensure requirements in fields such as Paramedics and Histotechnology vary from state to state. SUNY Cobleskill programs are designed to meet New York State licensure requirements but may not fulfill those of other states.

Before enrolling in any academic program at SUNY Cobleskill leading to licensure or certification, students are strongly advised to contact the appropriate state licensing board where they wish to seek licensure or certification to determine whether the program they are considering will meet that state's licensing or certification requirements.

Students are responsible for confirming all education, testing, and licensing requirements in their chosen field.

**B. 34 CFR 668.43(a)(5)(v)- General Disclosures**

SUNY Cobleskill must provide disclosures if:

A program is "designed" to meet the educational requirements for a specific professional license or certification required for an occupation; or advertised as being a program that meets professional licensure educational requirements in a state for that specific occupation.

**C. 34 CFR 668.43(c) Direct Disclosures**

Prior to enrollment, direct disclosure is made if the program (whether hybrid, face-to-face or online) does or does not meet the program meets education requirements. The regulations state that "regarding the timing of these disclosures, U.S. Department of Education (DOE) expects SUNY Cobleskill will provide this disclosure **before a student signs an enrollment agreement, or in the event that SUNY Cobleskill does not provide an enrollment agreement, before the student makes a financial commitment to SUNY Cobleskill.**

SUNY Cobleskill has defined that a financial commitment occurs after a student has been accepted. SUNY Cobleskill Admissions will generate notifications to all students who apply and are accepted into programs leading to professional licensure or certification. These general notifications will direct students to the College website on compliance.

Reference link: <https://www.cobleskill.edu/academics/professional-licensure.aspx>

Upon acceptance into a particular program, the Dean's office will directly notify students using an approved form letter addressed directly to individual students. If the student is

enrolled in a program and SUNY Cobleskill determines that the program does not meet educational requirements in the state where the student is located, SUNY Cobleskill has **14 calendar days** to notify the student. Student disclosures must be made directly to the student in writing, which may include through email or other electronic communications.

**D. 34 CFR 600.9(c) Direct Disclosures- College Processes**

Upon request, SUNY Cobleskill must document to the U.S. Department of Education (DOE) the disclosure process used by SUNY Cobleskill to determine the licensure and certification programs and the process for identifying student location. This requires SUNY Cobleskill to develop a process for creating, maintaining, and reporting on the disclosure of licensure and certification. This requires regular review of licensure and certification information as well as updating information on the website.

The SUNY Cobleskill disclosure process will be updated annually in February by the provost, academic dean and program faculty to ensure compliance with federal standards.

**Updated June 27, 2024**

**Effective: July 1, 2024**