



Federal State Authorization Regulations, Effective July 1, 2018

Authorization & Process for Review – 34 CFR 600.9 (c)

1. Institutions must meet the state requirements (if any) in the states the institutions offer post-secondary distance education.
 - a. Institutions must, upon request, document the state's approval; or
 - b. Document the institution's participation and coverage by a reciprocity agreement.
2. Explain the consequences for a student who changes their state of residence.
3. Institutions must document that there is a state process for complaints:
 - a. In each state which the institution's enrolled students reside; or
 - b. Through a reciprocity agreement.

Institutional Disclosures for programs completed solely through distance education (excluding internships and practica) – 34 CFR 668.50

Public Disclosures:

1. Whether authorized by each state where students reside.
2. Description of the process for consumer complaints:
 - a. At the state agency in the state the institution is located; and
 - b. As designated by the reciprocity agreement.
3. Description of the process for consumer complaints where the programs' students reside.
4. Adverse actions a State entity as initiated related to programs offered solely through distance education for the five calendar years prior to the year of the disclosure.
5. Adverse actions initiated by an accrediting agency related to programs offered solely through distance education for the five calendar years prior to the year of the disclosure.
6. State refund policies by a state in which enrolled students reside.
7. Professional Licensure Disclosures
 - a. Provide the applicable educational prerequisites for professional licensure or certifications for the occupation for which the program prepares the student in:
 - Each state in which the program's students reside; and
 - Any other state for which the institution has made a determination about prerequisites.
 - b. Determination whether the program satisfies the state requirements for professional licensure or certification; and
 - c. If the program does not meet state requirements, then a statement to that effect.

Individualized Disclosures:

1. To prospective students: any determination that the program does not meet state prerequisites for professional licensure or certification in the state the student resides.
2. To enrolled and prospective students:
 - a. Adverse actions by state or accrediting body within 30 days of awareness of the action.
 - b. Change that program no longer meets prerequisites in the state within 14 days of that determination.
3. For a prospective student who receives a disclosure about a program not meeting prerequisites and subsequently enrolls in the program, the institution must receive acknowledgement from that student that the disclosure was received and demonstrated receipt of the student's acknowledgment.

This is a summary of the [2016 Final Regulations](#) which institutions should review in its entirety. (p. 92262- 92263)

4/15/2018