

Texas SARA Forum 2024

August 23, 2024



THECB Texas Higher Education
COORDINATING BOARD


Welcome & Overview

THECB Texas Higher Education
COORDINATING BOARD



Cam Maeyaert, TX State Portal Entity contact, or SPE.

Elizabeth Mayer, Assistant Commissioner for Academic Health & Affairs provided a welcome from the Coordinating Board.



Presenters

- **Marianne Boeke**
 - President, NC-SARA
- **Jared Abdirkin**
 - Director, Institutional Engagement & Initiatives, NC-SARA
- **Elisa Jaden**
 - Program Specialist, Student Access and Success, SREB and S-SARA Regional Director
- **Cheryl Dowd**
 - Sr. Director, State Authorization Network & WCET Policy Innovations
- **Cam Maeyaert**
 - Director, Private Postsecondary Institutions, THECB, TX SPE, and NC-SARA board member

The speakers bring a wealth of information on SARA topics.

Abbreviated bios are focused on experience surrounding SARA and distance education.

Elisa Jaden is Program Specialist, Student Access and Success at the Southern Regional Education Board. As part of her responsibilities, Elsa serves as director for the SREB region to the National Council for State Authorization Reciprocity Agreements (NC-SARA). Elisa works with the SREB SARA Regional Steering Committee to inform and clarify policy changes made at the national level.

- Elisa holds a bachelor of arts in communications from the University of Alabama, a master of science in management and leadership from Western Governors University, and an education specialist degree in higher education administration with a concentration in student affairs from Liberty University.

Jared Abdirkin is Director, Institutional Engagement & Initiatives at NC-SARA. Jared was previously at the New England Board of Higher Education (NEBHE), primarily focused on SARA as well as serving with a team of Senior Directors to help manage and guide NEBHE internal processes and policies. Jared's professional passions are in team development and

mentorship, process improvement, and intraorganizational communication.

- Jared earned his BS degree in Human Development and MS degree in College Student Personnel from the University of Rhode Island.

Marianne Boeke is President of NC-SARA. Marianne's previous NC-SARA roles include associate director for policy research and state support; and senior director and vice president for research and state partnerships. Marianne's work in state authorization began in 2011 when she co-created the SHEEO survey on state authorization.

- Marianne holds a Ph.D. from the University of Denver, a master's degree from The American University, and a bachelor's degree from San Jose State University.

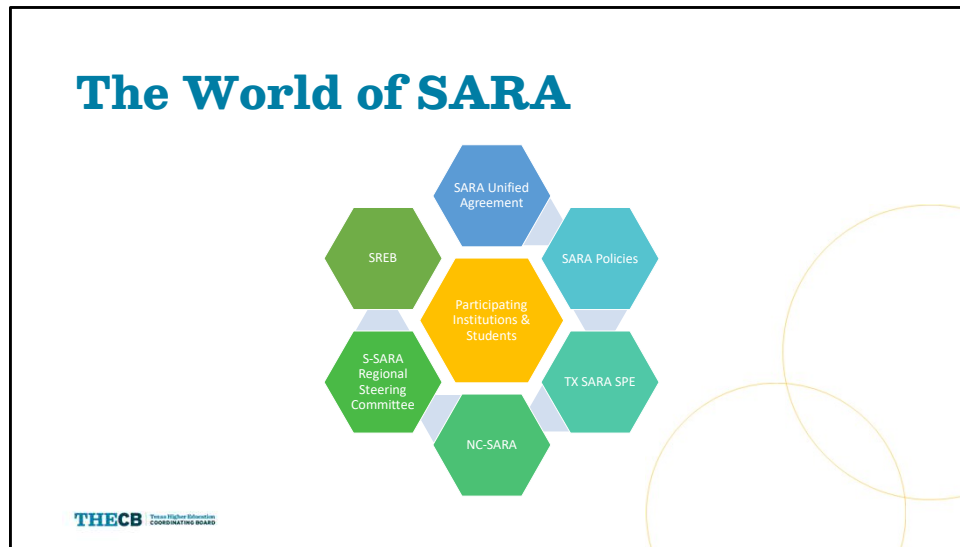
Cheryl Dowd is Senior Director, Policy Innovations at WCET/State Authorization Network (SAN). Cheryl directs the overall activities of WCET's State Authorization Network (SAN), including coordination of staff addressing interstate policy and compliance, along with other ancillary compliance issues. Cheryl also serves the overall WCET membership in addressing emerging and special regulatory issues related to digital learning in postsecondary education.

- Cheryl holds a Juris Doctorate from the University of Richmond, a master's degree in criminal justice from Bowling Green State University, and a bachelor's degree in political science from James Madison University.

Cam Maeyaert is the Director of Private Postsecondary Institutions with the Texas Higher Education Coordinating Board. In addition to being the Texas SPE, she oversees authorization of private postsecondary educational institutions operating in Texas and is THECB's Title IX Coordinator for Institutions and Alternative Dispute Resolution Coordinator. Cam currently serves on the NC-SARA Board of Directors.

- Cam has a Bachelor of Arts degree from Hamline University and a Juris Doctor degree from William Mitchell College of Law.

The abbreviated bios leave out A LOT of experience. Please check out Jared and Marianne's bios at NC-SARA; Elisa's bio at SREB, and Cheryl's at WCET/SAN.



The world of SARA can be confusing. This graphic breaks down the major components.

- In the middle is our SARA participating institutions and their students. SARA ultimately helps us all serve distance education students efficiently and effectively.
- Texas is part of the Southern Regional Education Board or SREB. In her presentation, Elisa Jaden gives more information about this board and how it benefits Texas to be part of SREB.
- SREB is one of four regional higher education compacts which have signed the SARA Unified Agreement. This is the basis for state authorization reciprocity.
- Each compact has a Regional Steering Committee. The S-SARA RSC includes the SREB President or designee, SPEs from each of the SREB member or affiliated states and 5 at-large members,. It could also have a non-voting representative from a state wanting to seek membership.
- NC-SARA is the non-profit organization that works with the four regional compacts to administer SARA. Since Texas does not charge a fee for SARA participation, the annual fees are billed and paid to NC-SARA. They also handle the annual data collection.
- Cam Maeyaert is your Texas SPE. You send your applications or renewal applications to her for review and approval.

Once the renewal application is approved, Cam Maeyaert indicates approval in the NC-SARA portal. She can also assist Texas institutions with any questions they have about SARA and will handle any complaints that are received from distance education students who assert that a SARA policy has been violated.

- The SARA policies, contained in the policy manual are derived from and follow the Unified Agreement. The regional compacts have worked diligently the last two years to implement policy change procedures and effect changes that meet the Unified Agreement and stakeholders' concerns.
- That is the world of SARA in a nutshell.



Elisa Jaden is Program Specialist, Student Access and Success at the Southern Regional Education Board. As part of her responsibilities, Elisa serves as director for the SREB region to the National Council for State Authorization Reciprocity Agreements (NC-SARA). Elisa works with the SREB SARA Regional Steering Committee to inform and clarify policy changes made at the national level.

- Elisa holds a bachelor of arts in communications from the University of Alabama, a master of science in management and leadership from Western Governors University, and an education specialist degree in higher education administration with a concentration in student affairs from Liberty University.

SREB

SREB:
Yesterday, Today and Tomorrow

Inaugural Texas SARA Forum
Austin, Texas
August 23, 2024

Elsa Jaden, Ed.S.
Regional SARA Director
SREB

SREB: Yesterday

SREB's History

- First Regional Interstate Compact
 - began in 1948 with Southern Governors
 - non-partisan, non-profit
- First program launched in 1949 with RCP
- Three other regional education compacts

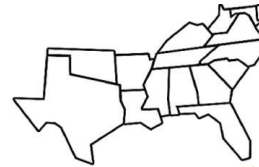
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- The Southern Regional Education Board (SREB) was created by Southern governors and legislators who recognized the link between education and economic vitality
- SREB was the first of the four regional education compacts.
- The other three compacts are:
 - Midwestern Higher Education Compact (MHEC)
 - New England Board of Higher Education (NEBHE)
 - Western Interstate Commission for Higher Education (WICHE)

SREB: Today

- SREB Operates as:

- Largest Compact
 - The most states
 - The most institutions
- 16 original member states
- 4 affiliates (solely for SARA)
 - Pennsylvania
 - District of Columbia
 - Virgin Islands
 - Puerto Rico



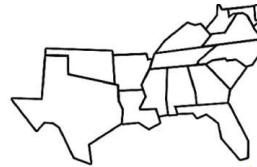
Affiliate members joined SREB solely to participate in SARA.

SREB: Today

- SREB SARA Operates as:

SARA is a voluntary program for both states and institutions that participate.

- SARA membership versus SARA Participation.
- States gain SARA membership through their regional compact membership, while institutions can participate in SARA through membership in their state agencies that facilitate SARA, as long as the state is a member of one of the four regional education compacts.
- States renew SARA membership every two years and institutions renew SARA participation annually.

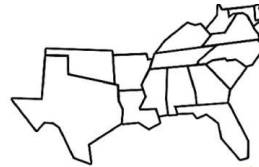


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- States are SARA members, while institutions are SARA participants.
- States gain SARA membership through their regional compact membership, while institutions can participate in SARA through membership in their state agencies that facilitate SARA, as long as the state is a member of one of the four regional education compacts.
- States renew SARA membership every two years and institutions renew SARA participation annually.

SREB: Today

- S-SARA RSC Operates as:
 - The SREB SARA Regional Steering Committee (S-SARA RSC) consists of the SPEs from SREB's 16 member states and its 4 affiliates, as well as 5 at-large members that represent various higher education sectors and SARA stakeholders:
 - Large Online 4-year
 - Two-year
 - Private and Vocational
 - Higher Education Policy Consultant
 - SREB's RSC includes both the states and institutions' voices in conversations and votes regarding SARA matters.



THECB THE SOUTHERN REGIONAL EDUCATION BOARD
COORDINATING BOARD

The SREB SARA Regional Steering Committee (S-SARA RSC) consists of the SPEs from SREB's 16 member states and its 4 affiliates, as well as 5 at-large members that represent distance education from various higher education sectors and other SARA stakeholders.

Currently, the five at-large members are:

- Temple University
- The University of North Carolina System
- Technical College System of Georgia
- Oklahoma Board of Private and Vocational Schools
- Elise Scanlon Law Group

SREB: Today cont'd

SREB Office of Postsecondary Education Leadership
Vice President of Postsecondary Education
Harriette Scott, Ed.D.

Postsecondary Student Success and Access Staff

Michael DeJesus III, Ph.D.
Director, Postsecondary Student Success and Access

Elisa Jaden, MSML
Regional SARA Director (for NC-SARA)
Program Specialist

Jimikea Wilson
Program Coordinator

Melissa Juarez
Analyst I

Allison Buckley
Program Specialist

David Garcia
Program Specialist



SREB: Today and Tomorrow

- Postsecondary Student Success and Access Programs

- *Regional Tuition Reciprocity Programs*
 - Academic Common Market (ACM)
 - Regional Contract Program (RCP)
- *Higher Education Policy and Compliance*
 - State Authorization Reciprocity Agreement (SARA)
- *Education Technology and STEM*
 - Open Educational Resources (OER)
 - Education Technology Cooperative (ETC)
- *Collaborative Online Course Sharing*
 - HBCU-MSI Course-Sharing Consortium

www.SREB.org/PostsecondaryEd

THECB Thirteen Higher Education
COORDINATING BOARD

If you have an interest in any of these programs, the SREB Student Success and Access staff is available to have those conversations!

The SREB-Acadeum Partnership



Jamila Lyn
Senior Fellow, Acadeum
Jamila@acadeum.com

SREB partnered with Acadeum for the
HBCU-MSI Course-Sharing Consortium.
Meet YOUR Acadeum Team!



Edward Spears
Senior Regional Director,
Institutional Success
Edward@acadeum.com



SREB

HBCU-MSI Course-Sharing Consortium:

How Collaborative Online Course Sharing Supports Student Success at HBCUs and MSIs

Elisa Jaden, Ed.S., SREB

SREB HBCU-MSI Course-Sharing Consortium White Paper

• Concept

- Often, we are so busy “doing the work,” we don’t always have the opportunity to write about the work. This white paper documents the work so that it lives, and so that we, as institutions, can tell our own stories.
- 1) Telling the partnership story.
 - 2) Proposing a model to boost HBCU-MSI retention and completion.
 - 3) Strengthening an innovative solution to remove barriers that impede student success, as well as creating a tool to identify and mitigate barriers to course sharing to promote student success.
 - 4) Sharing the story and the tool so institutions can do this themselves.

SREB HBCU-MSI Course-Sharing Consortium Demonstrated Success

Raw Numbers

Total Schools: Launched with 10 institutions, currently at **32** institutions
Total course seats provided through Acadeum Course Sharing (Since March 2022): **1461**
Total students served through Acadeum Course Sharing (Since March 2022): **779**
Total retained cost saved versus using adjuncts for those courses: **\$907,919.00**

Savings Breakdown

Count of Unique Course offerings - **727**
Average cost of an Adjunct Prof. - *\$2,500.00*
Cost of providing all those courses through Adjuncts - *\$1,817,500.00*
The cost to provide all those courses through ACS - *\$909,581.00*
Savings to the schools by using ACS instead of Adjuncts - **\$907,919.00**

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Total Schools in the Course-sharing Consortium: Start - **11**, Now – **32**
- The consortium's first 18 months showed 180% growth.

HBCU-MSI Consortium Members



SREB HBCU-MSI Course-Sharing Consortium Webinar Series

- Launched August 2023
- Series covered best and promising practices for collaborative online course sharing
- Series was recorded and housed on www.sreb.org/past-webinars

- Sustainability using Summer Enrollment Model August 18, 2023
- Using Data to Tell Your Institution's Story August 29, 2023
- Student Support Services September 20, 2023
- HBCU-MSI Virtual Spring Convening April 4, 2024

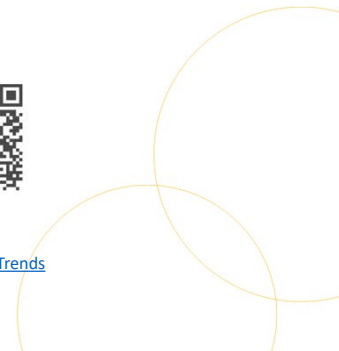


SREB: Yesterday, Today and Tomorrow

- Questions?



[SREB Journal of Education Practices and Trends](#)





Jared Abdirkin is Director, Institutional Engagement & Initiatives at NC-SARA. Jared was previously at the New England Board of Higher Education (NEBHE), primarily focused on SARA as well as serving with a team of Senior Directors to help manage and guide NEBHE internal processes and policies. Jared’s professional passions are in team development and mentorship, process improvement, and intraorganizational communication.

- Jared earned his BS degree in Human Development and MS degree in College Student Personnel from the University of Rhode Island.



NC-SARA Updates and Resources for SARA Participating Institutions

Jared Abdirkin, Director, Institutional Engagement & Initiatives, NC-SARA


Texas SARA Institution Program
August 23rd, 2024





AGENDA

- * **What is SARA?**
- * **What is NC-SARA?**
- * **NC-SARA Resources**
- * **SARA Developments**
- * **2023 Data**



What is SARA?

State Authorization Reciprocity Agreements (SARA) is an **agreement** amongst **member** states, districts, and territories that establishes comparable national standards and streamlines regulations, fees, and approvals for institutions offering interstate distance education programs. More than 2,400 institutions in 49 member states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands all **voluntarily participate** in SARA.

What is NC-SARA?

The National Council for State Authorization Reciprocity Agreements (NC-SARA) is a private nonprofit **organization** [501(c)(3)] that in partnership with the four regional compacts coordinates the implementation of SARA nationally. NC-SARA supports, facilitates, and serves the regional compacts, the regional steering committees, the State Portal Entities, and SARA participating institutions.

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Differentiate between SARA and NC-SARA

NC-SARA works in concert with the 4 regional compacts (WICHE, SREB, NEBHE, and MHEC)

SARA is a voluntary reciprocity agreement among states and institutions choose to participate. We do not recruit.

We don't reinvent the wheel. Accreditors play their part, as do state regulators and the federal government – we operate within that triad.

We provide a structure that includes the four regional higher education compacts.

SARA Partners

Institutions

2,400 institutions **participate** in SARA

States (states/districts/territories)

52 states are **members** of SARA

Regional Compacts (MHEC, NEBHE, SREB, WICHE)

Oversee SARA in their Region

State Portal Entities (SPE)

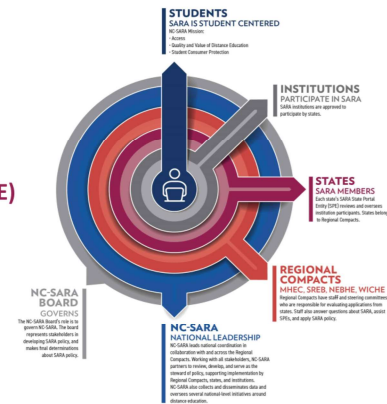
One SPE for each SARA member state


Regional Steering Committees (RSC)

One RSC for each regional compact


SARA Student Access - 2022

Over 1.5 million students attended SARA participating institutions exclusively via distance education (370,000+ learning placements).





The Critical Role of the States

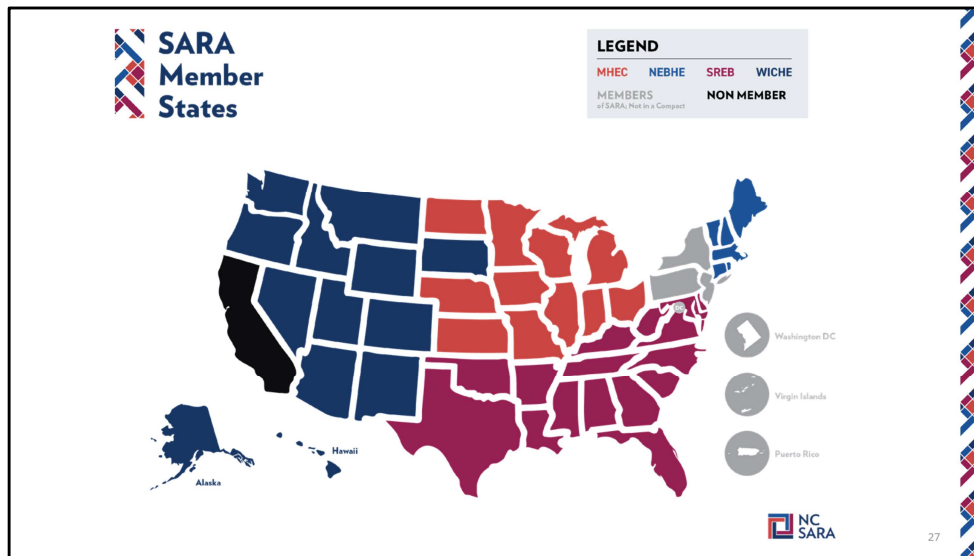


- States approve their “home-state” institutions to participate in SARA
- The SARA State Portal Entity (SPE) is the state agency responsible for SARA approvals and compliance

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States are **members** and therefore have a critical role in SARA.
SARA relies on the importance of home-state authorization.
States know institutions best and are charged with a consumer protection focus .

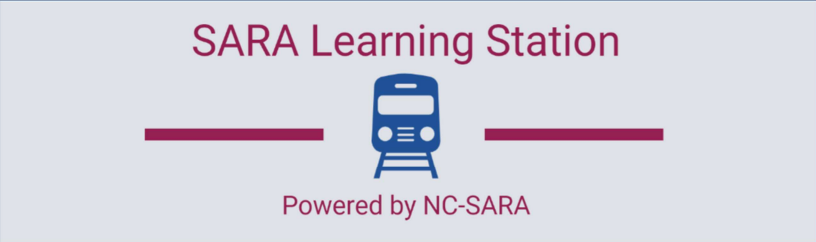
THE State Portal Entity is the agency – you can find SPEs for each state on the NC-SARA directory; always check with your SPE for state-specific guidance .



SARA member states include:

- 52 states, territories, and the District of Columbia belong to SARA; California is the only state that does not. More than 2,400 participating institutions.
- Map Shows our SARA Partners:
 - The Regional Compacts
 - The States

You can see the states that comprise the SREB regional compact.



<https://nc-sara.org/sara-learning-station>

- SARA Quick Start Guides (12)
- Free Online Courses for Institutions: SARA 101; Foundations of Data Reporting
- SARA Institution Welcome Kit
- NC-SARA's Webinars

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NC-SARA resources are on the NC-SARA website.

Please check out the NC-SARA website. NC-SARA staff regularly work to add and revise resources to assist SARA participating institutions.



SARA Quick Start Guides

1. Annual Data Reporting
2. California Students
3. Field Trips
4. Institution Applications
5. Military Bases
6. Overseas Students
7. Professional Licensure
8. SARA Fees
9. SARA Late Fees
10. Short Courses
11. Student Complaints
12. Third Party Contracts

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Quick Start Guides can give you a fast resource on a specific topic.

The screenshot displays the NC-SARA website interface. At the top left is the NC-SARA logo. The top navigation bar includes links for ABOUT, STUDENTS, STATES, INSTITUTIONS, RESEARCH AND DATA, RESOURCES, and NEWS AND EVENTS, along with a search icon. The main content area features a header image of a man wearing a headset with the text "What is SARA?". Below this, a list of resources is presented in a white box with a red border: Professional Licensure Directory, State Authorization Guide, Data Dashboards & Annual Data Reports, Cost Savings Calculator, Institution Directory, and SARA Policy & Modification Process. To the right of this list is the "SARA SOURCE" logo, which includes a smartphone icon and the text "Powered by NC-SARA". A decorative vertical border with a geometric pattern is on the far right. A small page number "30" is visible in the bottom right corner of the screenshot.

NC-SARA has a variety of other helpful resources available on nc-sara.org.

Current Areas of Work

- NC-SARA Auto-Generated Emails to Institutions; feedback and roll out
- Approaching Changes to Administrative Forms (e-forms)
- Late Fees for SARA Participating Institutions
- NC-SARA Institutional Advisory Committee



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NC-SARA is currently working on these areas.

We know institutions have turnover in staff who are listed as SARA contacts. It is important to work with your Texas SPE to ensure institutional contacts are up to date.

Let Cam Maeyaert know whenever you have a change in contacts so that your institution ensures the correct people are receiving SARA updates and notices.

Future Areas of Work

- SARA Policy Modification Process Enhancements
- CSV upload feature for data reporting
A CSV file is a text file that has a specific format which allows data to be saved in a table structured format
- SARA Institutional Application
- Enhanced access for institutional contacts
- Institutional Continuing Education



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Please look for future areas of work.

In particular, NC-SARA is working to make data reporting easier. Some Texas institutions may have already participated in testing the CSV upload feature.

NC-SARA has been updating some of its forms. The SARA institutional application is on the list to be updated.

Texas does not currently have its own version of an electronic application.

NC-SARA Participation Fees

Note – this is separate from and in addition to any fees charged by the State of Texas for SARA participation

The average institution is saving nearly **\$66,000** annually by participating in SARA, per the latest NCHEMS & NC-SARA review and report.

The NC-SARA fee will be assessed as follows (effective July 1, 2024):

Enrolled FTE	Annual Fee –
Less than 2,500	\$2,200
2,500-9,999	\$4,400
10,000-29,999	\$6,600
30,000 or more	\$8,800

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The annual participation fee for SARA institutions increased slightly on July 1, 2024.

Texas does not charge a separate state fee for SARA participation.

SARA Policy Modification Process

The State Authorization Guide Log In

NC SARA ABOUT STUDENTS STATES INSTITUTIONS POLICY RESEARCH & DATA RESOURCES NEWS & EVENTS

SARA Policy

Overview of SARA Policy

SARA Policy Background

SARA – the State Authorization Reciprocity Agreements – provides a streamlined, reciprocity-based process for participating postsecondary institutions to gain approval to offer interstate distance education in SARA member states without individually applying to each state for such approval, subject to certain limitations. SARA centralizes the authorization process for each SARA-participating institution in a single state that SARA calls the institution’s “home state.” Institutions approved by their states to participate in SARA must be appropriately accredited and meet academic and financial requirements designed to protect and benefit students.


Policy

- SARA Policy Manual
- SARA Policy Announcements
- SARA Policy Modification Process
- Participate in SARA Policy Modifications

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One stop shop on the NC-SARA website for the SARA policy modification process:

- 2024 calendar
- how to participate
- view policy modifications that have been submitted
- other relevant updates



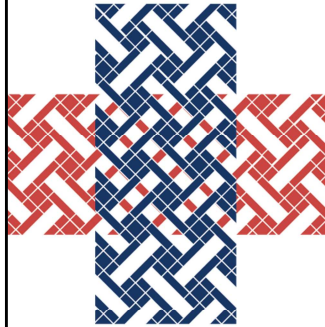
SARA Policy Modification Process

May 17, 2024	Deadline for public comments on proposed SARA Policy modifications
June 3, 2024	Second period to amend or withdraw proposed SARA Policy modifications opens
July 19, 2024	Final deadline to amend or withdraw proposed SARA Policy modifications
September 6, 2024	Deadline for Regional Compacts and Regional Steering Committees to review and vote to approve or not approve each proposed policy modification
October 23-25 2024	NC-SARA Board review and vote on proposed policy modifications approved by each Regional Compact and Regional Steering Committee
December 31, 2024	Revised <i>SARA Policy Manual</i> published on NC-SARA website
January 2025	SARA Policy Modification Process cycle for 2025 begins

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Each January begins a new cycle.

The first policy modifications under this process were implemented in 2024.
 New policies or revisions will be implemented from the current cycle in 2025.



Texas SARA Data

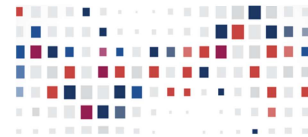
What is the SARA Data?

Exclusively Distance Education Enrollment (EDEE)

- Institutions report their exclusively distance education enrollments
- Report enrollments as you do to IPEDS (Fall EF report) – but disaggregated by state
- Includes in-state and out-of-state

Out-of-State Learning Placements (OOSLP):

- Report on-ground and online student OOSLP
- OOSLP Does NOT include In-State



2023 Data Reporting

FAST FACTS



49 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands are members of SARA

2,403

Data was collected from 2,403 SARA-participating institutions, a 2% increase over 2022

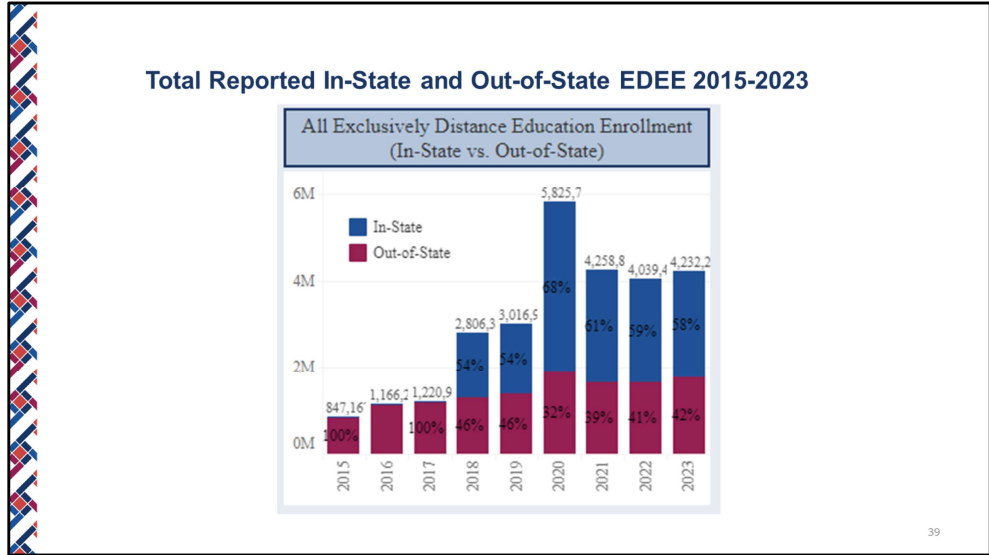
1,612,617

Number of students attending out-of-state institutions exclusively via distance education through SARA in Fall 2023

431,635

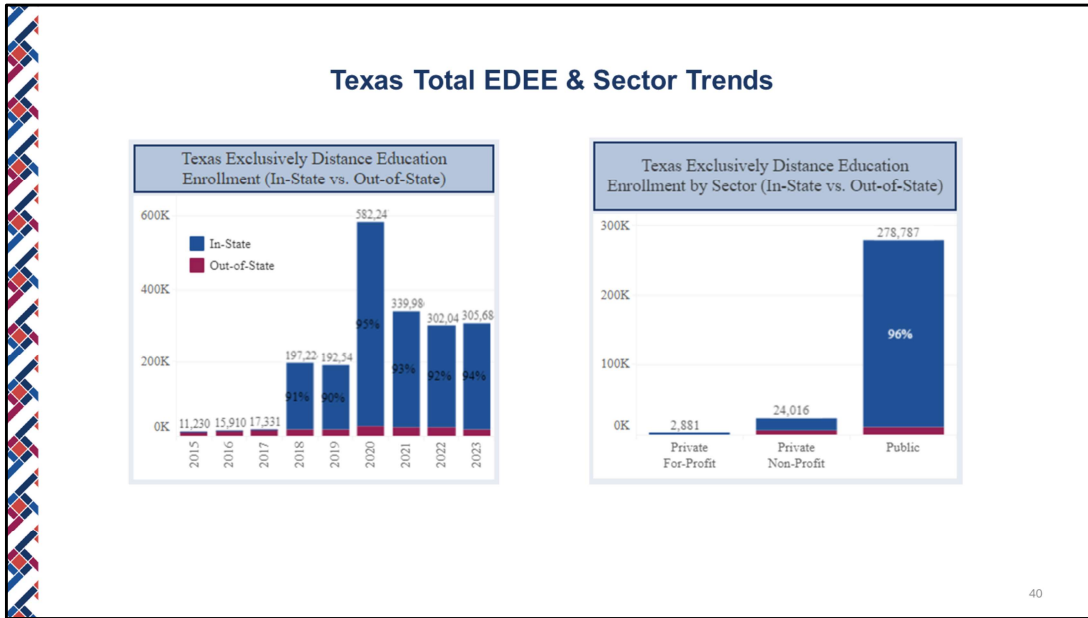
Number of out-of-state learning placements (OOSLP) for calendar year 2023

Explore the interactive data dashboards:
<https://nc-sara.org/data-dashboards>



Out-of-State SARA – 1,612,617

The trend spiked during COVID, but is trending up again.

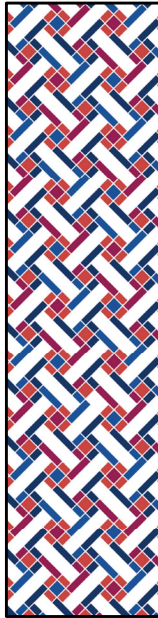


Top institutions:

- Dallas College,
- one Star College System
- Houston CC
- U of Texas at Arlington
- Austin Community College.

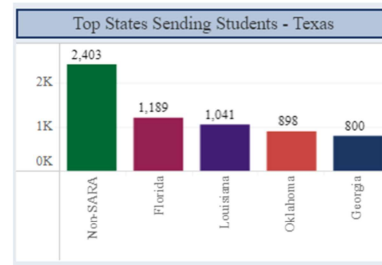
Much more in-state than the national average, likely due to large community college systems.

Out of state SARA total – 15,691



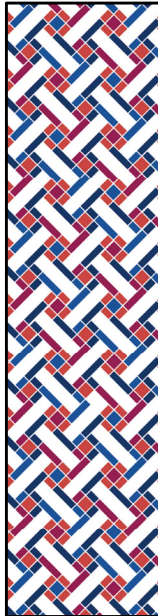
Who's attending Texas institutions?

- In Fall 2023, 18,094 out-of-state students attended a TX institution exclusively via distance education.
- 60% attended a public institution.



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Number has remained consistent over the past five years, after a slight jump in Fall 2020.



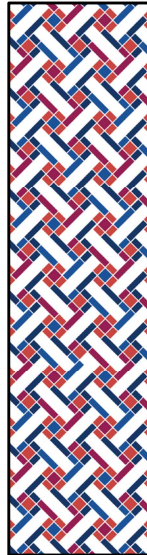
Where are Texas residents enrolling?

- In Fall 2023, 168,400 Texas residents enrolled at an out-of-state institution exclusively via distance education.
- 46% attended a private non-profit; 33% attended a private for-profit; and 22% attended a public institution.

Top Institutions Attended by Texas Outgoing Students		
Institution	State SARA Group Instit..	
Western Governors University	Utah	20,922
Southern New Hampshire University	New Hampshire	15,740
University of Phoenix	Arizona	11,228
Grand Canyon University	Arizona	8,531
Liberty University	Virginia	7,562

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Top institutions are same as the national picture.



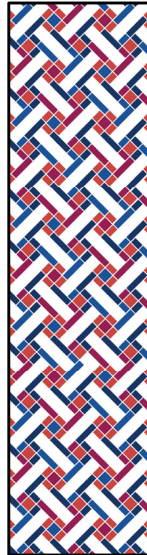
Who is placing students in Texas?

- In 2023, 22,890 students from out-of-state institutions did a learning placement in Texas.
- 58% were in Health Professions, followed by Education (7%) And Business (6%).

Top 5 Institutions with Incoming Placements			
Account Name	State/Province	Member Type	
Western Governors University	Utah	Private Non-Profit	1,910
Grand Canyon University	Arizona	Private Non-Profit	1,305
Miller-Motte College, Chattanooga	Tennessee	Private For-Profit	884
Liberty University	Virginia	Private Non-Profit	815
Purdue University	Indiana	Public	785

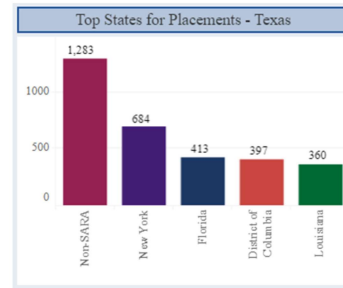
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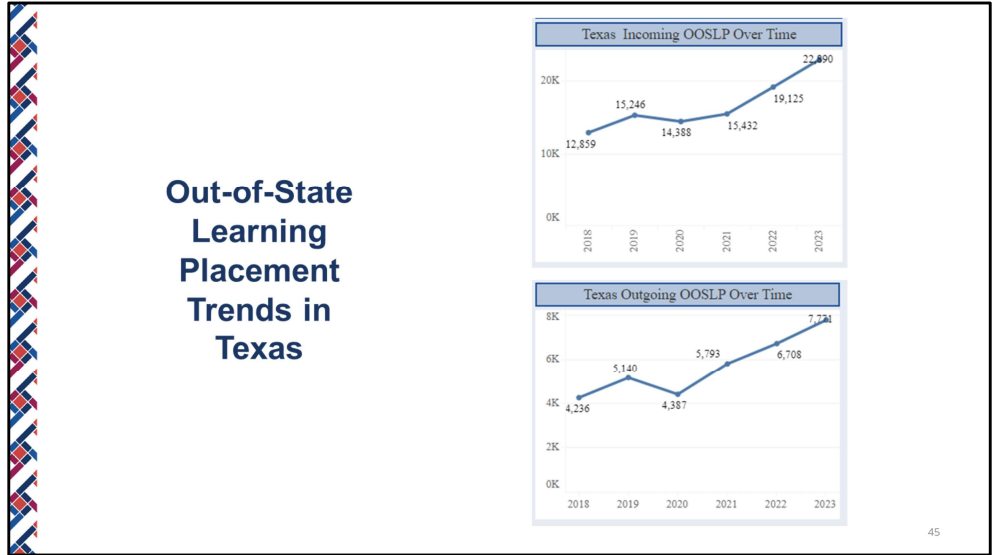
As a reminder, these students may be Texas residents enrolled online in another state, but doing their placement at home.



Where are Texas institutions placing students?

- In 2023, Texas institutions had 7,771 students participate in learning placements out-of-state.
- 53% were in Health Professions, followed by Business (8%) and Engineering (7%).





Many more students are doing placements in TX than Texas enrolled students placing elsewhere – again likely to the large number of TX residents enrolled online.

Important Annual Data Reporting Dates

- **2023 Data Release:** October 3 2024 – [register now!](#)
- **2024 Annual Data Handbook Available:** January 2025
- **2024 Annual Data Collection Webinar:** February / March 2025
- **2024 Annual Data Collection Window:** May 15 – June 15, 2025



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Changes for next year include improving security and ease of use.

Questions and Discussion



Thank You!

For **NC-SARA** questions please email:

info@nc-sara.org

NC-SARA Website: www.nc-sara.org





Marianne Boeke is President of NC-SARA. Marianne’s previous NC-SARA roles include associate director for policy research and state support; and senior director and vice president for research and state partnerships. Marianne’s work in state authorization began in 2011 when she co-created the SHEEO survey on state authorization.

- Marianne holds a Ph.D. from the University of Denver, a master’s degree from The American University, and a bachelor’s degree from San Jose State University.

Cheryl Dowd is Senior Director, Policy Innovations at WCET/State Authorization Network (SAN). Cheryl directs the overall activities of WCET’s State Authorization Network (SAN), including coordination of staff addressing interstate policy and compliance, along with other ancillary compliance issues. Cheryl also serves the overall WCET membership in addressing emerging and special regulatory issues related to digital learning in postsecondary education.

- Cheryl holds a Juris Doctorate from the University of Richmond, a master’s degree in criminal justice from Bowling Green State University, and a bachelor’s degree in political science from James Madison University.



**Federal Update
Rulemaking & Supreme Court Opinions**

August 23, 2024
Texas SARA Forum 2024
Austin, TX





Federal Rules & Guidance

Federal Statutes, Regulations, & Guidance

Federal Statutes - laws developed by Congress, typically with approval of the President.

Federal Regulations - rules developed by the Executive departments and agencies.

- To implement federal laws.
- Regulations have the force and effect of law and are therefore legally binding.

Guidance - represents ED's current thinking on a topic.

- Does not create or impose any requirements beyond those required under applicable law and regulations.
- Lacks the force and effect of law.



Rulemaking Process (Federal Regs)

Governed by the [Administrative Procedure Act](#) (APA) (5 U.S.C. Chapter 5)

MANY MANY STEPS!!!

- Notice of Intent to Establish a Negotiated Rulemaking; subject to public comment.
- Call for Nominations of Stakeholders to Address the Established Issues for Rulemaking Committee.
- Convening of Negotiated Rulemaking Committee
 - Negotiate the issues
 - Goal – Consensus
- Department Prepares Proposed Rules
 - Issues reaching consensus generally become the proposed rules.
 - Issues not reaching consensus may be written by the Department.
- Department submits regulations to Office of Management & Budget (OMB) for review.
- Release of Notice of Proposed Rulemaking (NPRM); subject to public comment.
- Department must review all comments, prepare responses, and prepare final regulations.
- Department submits regulations to Office of Management & Budget (OMB) for review – AGAIN!
- Department releases final regulations with responses to public comments (preamble).

Strict Timeline

Master Calendar for
U.S. Department of Education Title IV Regulations

Dates to Support Financial Aid Year

Final Regulations must be
released by **November 1** to
be effective the following
July 1.



ED Rulemaking in Action



Rulemaking 2021-2022
Final Rules Effective July 1, 2024
[Final Regulations for Financial Value Transparency & Gainful Employment](#)
[Financial Responsibility, Administrative Capability, Certification Procedures, Ability to Benefit \(ATB\).](#)



Rulemaking 2023-2024
[Program Integrity and Institutional Quality](#)
Cash Management, State Authorization, Distance Education, Return to Title IV(R2T4), Accreditation, TRIO Programs

July 17, 2024 - [Update on Department of Education's Postsecondary Education Regulatory Work](#) - ED blog post, by James Kvaal, US Under Secretary of Education. The post shares the timeline for future proposed rules and to expect another rulemaking to address Third-Party Servicers



**New Regulations Effective July 1, 2024
Certification Procedures**

Certification Procedures – 34 CFR 668.13 & 668.14 Program Participation Agreement (PPA)



- PPA is an agreement between postsecondary institutions and the U.S. Department of Education.
- The institution certifies compliance with specific obligations in order to participate in Title IV HEA Programs.
- The Department's goal was to strengthen the student protections within the PPA.
- The sub-issues for which we followed were among the new requirements being added to the PPA.



Neg Reg 2022

In the 2022 negotiated rulemaking, the Program Participation Agreement (PPA) section was modified to include certifications and agreements relating to licensure and **consumer protection**.



U.S. Department of Education



Certification Procedures – Closure (2023)

§ 668.14(b)(32) In each State in which: the institution is located; students enrolled by the institution in distance education or correspondence courses are located, as determined at the time of initial enrollment... the institution must determine that each program eligible for title IV, HEA program funds—

(iii) Complies with all State laws related to closure, including record retention, teach-out plans or agreements, and tuition recovery funds or surety bonds.

Effective – July 1, 2024



Preamble - Final Rule (2023)

“We did not regulate the conditions, structure, or other elements of State reciprocity agreements or the organizations that operate them.”

“Nor did we set requirements that States must follow to oversee institutions enrolling students in a State where they have no physical presence.”

“The extent to which States have these laws [related to closure], what they require, and to whom they apply them to is up to the States.”

This doesn't change anything... yet.

SARA Policy

What if a state insists on imposing their closure requirements?

- The regional compact would work with the state
- The regional compact has the potential to revoke their state SARA membership



SARA
POLICY
MANUAL



Negotiated Rulemaking Winter 2024

[Negotiated Rulemaking for Higher Education 2023-24](#)
Program Integrity and Institutional Quality
DID NOT REACH CONSENSUS!
*except TRIO



ED – State Authorization Neg Reg Final Proposal

- Limiting SARA: The 500 Rule
 - Institutions enrolling more than 500 students in a state in the two most recent financial aid award years can no longer use reciprocity in that state.
 - The institution must seek authorization directly from the state.
- “Applicable State Laws” Related to Closure
 - Record retention, teach-out plans or agreements, and tuition recovery funds or surety bonds.
- Revocation of Reciprocal Authorization
 - Current SARA Policy into ED regulations



ED - Neg Reg Final Proposal

- NC-SARA Board Membership
 - Governing body for a reciprocity agreement must consist solely of representation from: State regulatory and licensing bodies, Enforcement agencies, and Attorneys general offices.
- SARA Student Complaints
 - More robust.
 - Permit states to accept, investigate, and resolve complaints without first requiring the student to go through an institutional process.



Other Rulemaking Issues

- Distance Education
- Return to Title IV (R2T4)
- TRIO Programs *addressed by subcommittee

- Accreditation
- Cash Management
- State Authorization





Notice of Proposed Rulemaking (NPRM)

Released 7/24/24

[Program Integrity and Institutional Quality: Distance Education, Return of Title IV, HEA Funds, and Federal TRIO Programs](#)

- Distance Education
- Return to Title IV (R2T4)
- TRIO Programs

Rulemaking Next Steps



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Package #1: Distance Education, R2T4, TRIO Programs

- OMB/OIRA Review – June 17, 2024
- Proposed Regulations Released – July 24, 2024
- Comment period 30 days from the date of release of proposed regulations. (8/23/24)
- ED must review all public comments.
- OMB/OIRA review of Final Regulations.
- Release of Final Regulations
- If final regulations are released by November 1, 2024, the effective date is July 1, 2025.

Rulemaking Next Steps



This Photo by Unknown Author is licensed under CC BY-SA

Package #2 or could be separated more: Cash Management, State Authorization, Accreditation

- OMB/OIRA Review –?
- Proposed Regulations Released - “next year?” **What about Unified Agenda date?**
- Comment period 30 days from the date of release of proposed regulations.
- ED must review all public comments.
- OMB/OIRA review of Final Regulations.
- Release of Final Regulations.
- Since proposed rules are not expected until Nov 2024, it is likely that the rulemaking process will not be completed until 2025 with an effective date of July 1, 2026.

Rulemaking Next Steps



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Things we are watching that affect the next steps:

[EO 12866 Regulatory Review](#)(OMB/OIRA)- tips us off that regulations have been prepared.

Election

Impact of Summer 2024 Supreme Court Decisions



Judicial Review of Regulations

[Loper Bright Enterprises vs. Raimondo and Relentless Inc. v. Department of Commerce.](#)

- Overturned the [Chevron Doctrine](#) - agency interpretation deference to determine statutory authority if the Federal statute is ambiguous or silent.

[Corner Post, Inc. v Board of Governors of the Federal Reserve System](#)

- Directs that the 6-year statute of limitations for a legal challenge against the U.S. begins when the party (the plaintiff) is injured not when the regulation became final.

Take away – No regulations were immediately struck down. The rules are the rules until they are not. However, look for an increase in regulatory challenges in the near and long-term future!

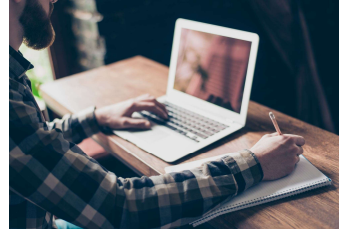


How to Stay Involved

How Can You Participate in This Process?

Public Comment

- **Why Comment?** Your views matter! The volume of information shared, matters.
- **How to comment?** Submit Comments in the Federal eRulemaking Portal.
- **When to comment?** Typically, 30 days from the release of the rule in the Federal Register.
- **Who can comment?** Anyone! But, for official comments from an institution or organization, you must have been given the authority to submit.
- **What to comment?** Support, Questions, Concerns, Student Impact.



Another Way to Participate in The Process



Office of Management and Budget (OMB)
Office of Information & Regulatory Affairs (OIRA)
Executive Order (EO) 12866 Meeting

- **What is this?**
 - OIRA reviews draft proposed and final regulations under Executive Order 12866.
 - Consistency with administration goals.
 - Federalism (undue burden upon state oversight)
 - Economic Impact (costs to implement)
 - Under Executive Order 12866, OIRA meets on regulatory actions with any interested party to discuss issues on a rule under review.
 - Request a meeting for a 30-minute call.
 - Typically, it is a listening session.

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What is the SARA Community Doing?

- Review and disseminate information, survey data from states/institutions, and communicating with stakeholders (including ED).
- Continue to gather data/evidence and conduct robust policy analysis.
 - Share information, data, evidence with SARA Community (including ED).

Stay Informed!

- SARA Call to Action Page - <https://nc-sara.org/sara-neg-reg-call-action>
- Sign Up for SARA Updates - <https://formstack.io/71987>





Resources

SAN Website:

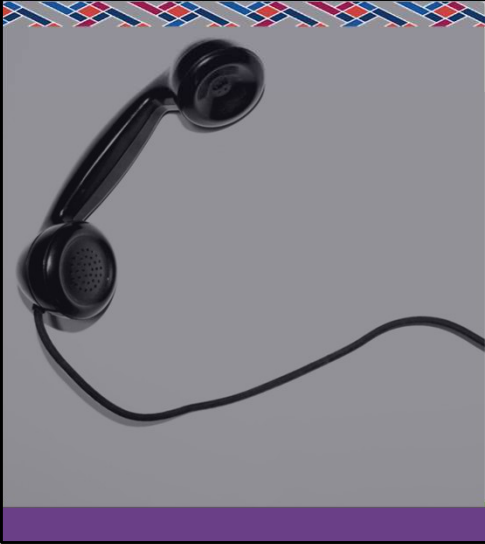
- SAN Getting Started with Compliance Management Gateway: <https://wcetsan.wiche.edu/resources/getting-started>
- SAN Federal Regulations Landing Page: <https://wcetsan.wiche.edu/resources/federal-regulations>
- SAN Professional Licensure Landing Page: <https://wcetsan.wiche.edu/resources/professional-licensure>

WCET Frontiers (Articles)

- [Survey of a State Authorization Professional](#); WCET Frontiers, 7/9/24
- [Recent Supreme Court Decisions: Chevron, Loper Bright, and Corner Post... What Are These and How Do They Affect Distance Education?](#) WCET Frontiers; 7/18/24
- [Buckle up. ED is Off to the Races With Its NPRM](#); WCET Frontiers; 7/22/24

Your Questions?







Thank you!

Contact Us!

Marianne Boeke, President, NC-SARA

Cheryl Dowd, Senior Director, State Authorization Network & WCET Policy Innovations
(303) 541-0210 | cdowd@wiche.edu


National Council for
State Authorization
Reciprocity Agreements
MIAC • NEASHE • SREB • WICHE
NC-SARA.ORG
Email us at: info@nc-sara.org


STATE AUTHORIZATION NETWORK
wcetsan.wiche.edu
Email us at: san-info@wiche.edu



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Professional Licensure Regulations

Texas SARA Forum
August 23, 2024



Meet the SAN Team



Cheryl Dowd
Senior Director,
State Authorization
Network & WCET Policy
Innovations



Leigha Fletcher
Administrative
Assistant



Kathryn Kerensky
Director, Digital Learning
Policy & Compliance

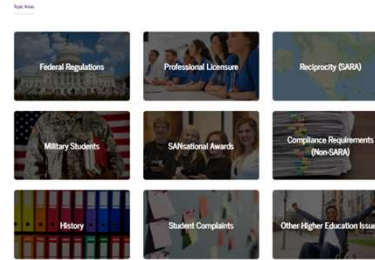


Jana Waiser-Smith
Director, Interstate
Compliance & SAN
Member Outreach



Who is SAN?

- The [State Authorization Network](#) (SAN) empowers members to successfully resolve regulatory challenges to improve student protections in digital learning across state lines.
- We provide expert analysis, resources, and training to prepare for emerging issues, collaborate on compliance strategies, develop solutions, and evaluate their efficacy.
- We directly addressed the rulemaking process by offering analysis to members throughout each step of the rulemaking process, as well as providing public comment and testimony on the issues.



 wcetsan.wiche.edu



Federal Regulations for Professional Licensure

WHERE WE STARTED - Notifications (34 CFR 668.43(a)(5)(v) and (c)) effective July 1, 2020.



- 1.Regulations address **all modalities** (includes Face to Face and Online)
- 2.Educational Programs designed or advertised as leading to a license required for employment in the occupation.
- 3.Public notifications – meets, does not meet, no determination (all states & territories).
- 4.Direct/individualized notification for prospective or enrolled students.



Important to break down these regulations into bite size elements.

1. Understand that the regulations apply to all modalities.
2. Understanding what type of educational program requires notifications.
3. Understanding what is actually required for a public or general notification.
4. Understand what and when a direct or individual notification is necessary.

Related to Professional Licenses & Certification – PPA Certification

34 CFR 668.14(b)(32)(ii)

Raises the Bar When Offering Programs Leading to a License

For the program to be eligible for Title IV

For the program to be eligible for Title IV – the institution must satisfy state educational requirements

- Where the institution is located.
 - Where the student enrolled in distance education
 - On or after July 1, 2024.
 - Is located at the initial time of enrollment.
- OR
- Where the student attests that they intend to seek employment



Note the requirement for students enrolled on or after July 1.

Note also the attestation option is not simple – requires specific institution process to provide clarity to the options and the attestation document (can be edoc)

Compact options in preamble.

Related to Professional Licenses – Public Notifications

Language: 34 CFR 668.43(a)(5)(v) and (c) – Revision to this regulation is minor

1. Public notifications – institution determinations of whether the curriculum meets or does not meet various state educational requirements where students are served.
2. Direct/individualized notification for:
 - Prospective student to inform if the program does not meet or if the institution has not made a determination.
 - Enrolled student to inform if the program no longer meets state educational requirements. Within 14 calendar days of the institution making that determination.

* ED indicated if an institution is not enrolling students from a given state, it is not obligated to determine anything regarding that state.



Related to Professional Licenses What should institutions do?

1. Revise or develop the institution's location policy. (required in Federal regulation since July 1, 2020)
2. Research state educational requirements where students are served by the institution.
3. Compare & determine if the curriculum satisfies the educational requirements.
4. Carefully consider the use of attestation. (not for everyone and documentation is necessary)
5. Continue to follow a process to provide public and direct notifications.

Communicate with senior administration and general counsel

- to make business decisions about institutional priorities
- to serve certain states and certain professions.



U.S. Department of ED - Announcement

[\(GE-24-03\) Updates on New Regulatory Provisions Related to Certification Procedures and Ability-to-Benefit](#)

U.S. Department of Education announcement offers **some limited circumstance compliance extension** over new PPA professional licensure regulations through January 1, 2025. Documented difficulty that is out of the institution's control.

Read carefully and document.



Attestation - Purpose

- Option provided in regulation
- Student may be served even if the institution cannot satisfy state educational requirements where the student is located.
- **IF** the student attests that they intend to seek employment in another state; **and**
- The institution can satisfy state educational requirements in that state.



Attestation – ED Preamble Guidance

- ED addressed public comments regarding **situations where a student is located temporarily in a state** and intends to seek employment elsewhere.
- ED indicated that they were not inclined for the student to simply provide an acknowledgment that they understand the institution does not satisfy state educational requirements where the student is located.
- ED accepts that at the time of initial enrollment an attestation that the **student indicates a specific state in** which they intend to seek employment, and the institution can satisfy state educational requirements of that state.



Attestation – Caveats & Nuances from Preamble

- The goal is sufficient proof from the students themselves of their plans.
- Need more than the mere presence of such an attestation alone.
- ED is very focused on how the information was conveyed such that it must be clear that the student understands this attestation.
- No new attestation is required if the student moves or changes their mind about future employment location.



Attestation – SAN’s Suggestions Based on Preamble

- Proceed with caution and document well with the attestation option.
- Attestation is intended to be for a specific situation.
 - Caution against the notion that we are now in the “Attestation World”.
- Attestation is a legal acknowledgment of
 - STUDENT’S location choice for employment; and
 - Verification that proper process was followed.



Attestation – SAN's Concerns for Institutions Based on Preamble

- We have heard:
 - Some institutions are offering students the choice of a list of states where the institution satisfies state educational requirements.
 - Directing the student to choose from that list.
 - Then attest that they intend to seek employment in one of those states from the list.
- Our opinion:
 - Institutional direction to induce students to pick certain states is not the objective of this option in regulation.
 - We encourage institutions to focus on the voluntariness of the student's intention of location to seek employment.



Resources

SAN Website – <https://wcetSAN.wiche.edu>


See the Professional Licensure Landing Page!

5/16/24 - [Ready or Not, Here It Comes! New Regulations When Offering Programs Leading to a License Effective July 1!](#); WCET Frontiers

5/16/24 - [The Shot Clock is Ticking Down! Do You Have a Game Plan for New Licensure Regulations?](#) SAN Member Only 90-Minute Practical Webinar! (member login required).

4/4/24- [Thompson Coburn Webinar - ED's Evolving State Authorization and Professional Licensure Requirements](#); guest presenters Russ Poulin & Cheryl Dowd; slides and recording on the linked webpage.





Thank you

Contact Us!

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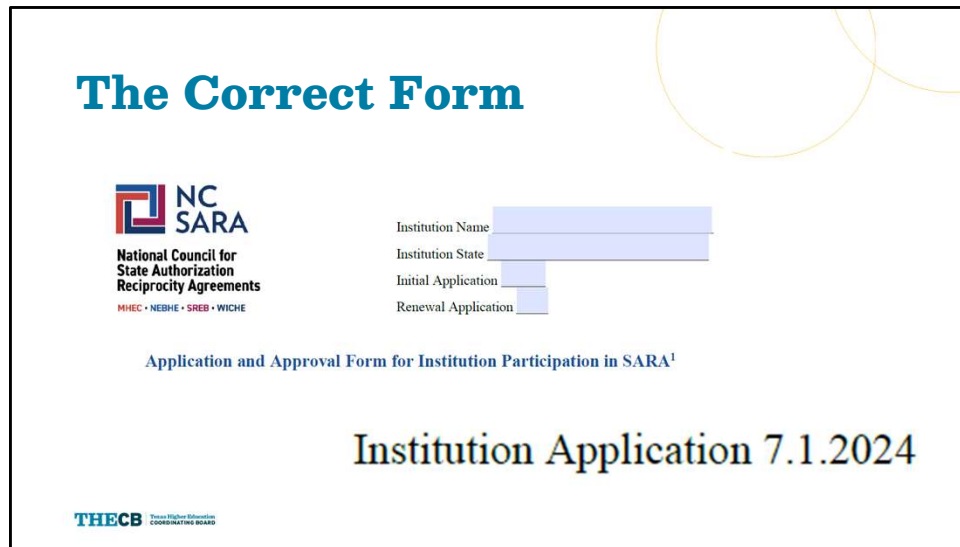


Tips on Submitting a Perfect Application

THECB Texas Higher Education Coordinating Board

Cam Maeyaert is the Director of Private Postsecondary Institutions with the Texas Higher Education Coordinating Board. In addition to being the Texas SPE, she oversees authorization of private postsecondary educational institutions operating in Texas and is THECB's Title IX Coordinator for Institutions and Alternative Dispute Resolution Coordinator. Cam currently serves on the NC-SARA Board of Directors.

- Cam has a Bachelor of Arts degree from Hamline University and a Juris Doctor degree from William Mitchell College of Law.



Thank you for your diligence in submitting applications and renewal applications and SARA contacts' willingness to promptly provide additional information when it is needed.

Following are some tips that will hopefully help institutions in submitting an initial or renewal application and make the process even smoother.

The slides show snippets from the current application and provide tips for the most complete, perfect application.

Your Texas SPE will also work with institutions to ensure the information submitted can be verified, including checking accreditor sites, published FFRCs scores, and institutions' websites to confirm the information provided.

Make sure you are using the application for INSTITUTION participation.

Occasionally, an institution will fill out the state membership application.

If the questions ask about "the state," and don't ask about your institution, it is probably the incorrect form.

Ensure that the application is the current application. It should have July 1, 2024 in the footer.

Section 1 - #1

Section 1 - Verification of Requirements for Institution Participation in SARA

To review the application process, visit the [Application and Process](#) page on the NC-SARA website.

An institution seeking approval to operate under the policies of SARA must meet the following requirements:

Requirements for Institution Participation in SARA	INSTITUTION CEO or CAO Initial each line	SARA State Portal Entity confirms the institution meets the requirement
Core Requirement		
1. In a SARA member state, the main campus or central administrative unit is domiciled in a state, territory or district that has joined the State Authorization Reciprocity Agreements (SARA) initiative and is authorized to operate in that state ³ . Only distance education content originating in the United States, a U.S. territory, or district and provided from within a SARA state is eligible to be offered under SARA. ³ (Attach documentation.)		Yes or No <input checked="" type="checkbox"/> <input type="checkbox"/>

THECB Texas Higher Education
COORDINATING BOARD

Just a note about initialing, checking boxes and PDF formats.

- The CEO or CAO need to initial each requirement. If it doesn't apply to you (i.e., FFRCS for public institutions), you don't need to initial.
- Your Texas SPE will check the SPE box to confirm your institution meets the requirement.
- 90% of the time, the institution will "pre-check" the box.
- With the current form and difficulties in saving as a PDF to send to the TX SPE, it's OK if you have pre-checked the box.
- If something is missing or the requirement is not met, the application can be sent back to the institution.
- Cam Maeyaert can work with about any PDF format you have. You may get an approved application back with highlights or funky checks, but there will be an indication that your institution met the requirement.
- If there is something that was incorrect or missing, but it could be verified, a note will be added.
- The hardest applications to approve and will require some finessing to show approval are the ones where the institution has locked down all edits. The approval will still be noted, perhaps in a comment.
- For example, Cam has added a second approval page when she can't add her digital signature to the approval page

that an institution has locked for editing.

- #1:
 - If private/independent or ICUT institution: attach your certification letter;
 - if under a Certificate of Authorization: attach the latest certificate and/or letter;
 - if public institution: attach a document giving the link to the authorizing statute;
 - if no oversight due to religious instruction only: attach the non-oversight letter.
-
- The Texas SPE generally has this information, but the application requests documentation and a complete application will include it.

Section 1 - #2 & #3

Consumer Protection		
2.	Accreditation The institution is a U.S. degree-granting institution that is accredited by an accrediting body recognized by the U.S. Secretary of Education and whose scope of authority, as specified by the Department, includes distance education. (Attach documentation of accreditation verification). Name of Accrediting Agency: _____	Yes or No <input type="checkbox"/> <input type="checkbox"/>

3.	Accreditation status The institution agrees to notify its home state's SARA Portal Entity of any negative changes to its accreditation status.	Yes or No <input type="checkbox"/> <input type="checkbox"/>
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THECB THE TEXAS HIGHER EDUCATION COORDINATING BOARD

- #2:
 - List your accrediting agency and provide documentation or a link to your status on the accreditor's site.
 - If you have a link to your current accreditation status that I can check, that is sufficient for this application.
 - Of course, if you have an update that is not reflected on the accreditor's website, provide that document.
- #3:
 - Rely on your confirmation to follow requirement.

Section 1 - #4

<p>Federal Financial Responsibility Composite Score For non-public institutions, the institution's most recent financial responsibility composite score from the U.S. Department of Education is 1.5 or above, or, if the score is between 1.0 and 1.49, the State Portal Entity can affirm that documentation has been provided to demonstrate financial stability sufficient to justify institutional participation in SARA.</p> <p>4. If an institution is owned by a "corporate parent," the federal financial responsibility composite score of its "parent" must meet these requirements. Note: Public institutions leave this blank.</p> <p>FFRCS _____</p> <p>Year Reporting (most recent published) _____</p> <p>In the event that an institution does not participate in federal Title IV financial aid programs and therefore has no ED-calculated composite score for Title IV purposes, a comparable score must be calculated per the <i>SARA Policy Manual</i> Section 2.5.c.</p> <p>Comparable score _____</p>	<p>Yes or No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
---	---

THECB Texas Higher Education COORDINATING BOARD

- #4:
 - Give the FFRCS and the year published. Yes this could be really far in the past, but it's what we have to work with.
 - If you have updated correspondence from ED, provide documentation. That would be the latest published.
 - Last choice: If you have sent your latest score to ED, provide your latest FFRCS calculation in your audited financials or whatever documentation was sent with the calculation and when this calculation was submitted to ED.
 - If you do not participate in FSA, send the comparable score calculation done by a CPA.
 - An independent CPA's calculation is acceptable, as there is no CPA within the Texas SPE's agency designated to do the calculation.
 - However, please note that an acceptable CPA will be one that is a CPA outside your institution who is providing the calculation.
 - If anything changes for FFRCS, send it to the Texas SPE as soon as your institution receives the

documentation. You should always be sending the most up-to-date calculation, whether it improves or lowers your FFRCs.

Section 1 - #5 through #9

5.	Abide by C-RAC Guidelines The institution agrees to abide by the Interregional Guidelines for the Evaluation of Distance Education and provisions of the SARA Policy Manual .		Yes or No <input type="checkbox"/> <input type="checkbox"/>
6.	Does not enforce Arbitration Agreements SARA participating institutions are not permitted to enforce arbitration agreements on students enrolled under SARA provisions, and such agreements must not be applied. Institutions that utilize mandatory arbitration agreements for the resolution of non-SARA complaints or disputes shall provide a disclosure that such agreements must not be applied towards a complaint or dispute that falls within the scope of the SARA Policy Manual .		Yes or No <input type="checkbox"/> <input type="checkbox"/>
7.	Responsible for institution activities The institution agrees to follow the SARA Policy Manual Section 5.5 regarding third-party provider contracts.		Yes or No <input type="checkbox"/> <input type="checkbox"/>
8.	Will resolve complaints The institution agrees to work with its Home State's SARA Portal Entity to resolve any complaints arising in SARA states, and to abide by the decisions of that entity regarding resolution of such complaints.*		Yes or No <input type="checkbox"/> <input type="checkbox"/>
9.	Application signed by CEO or CAO The institution agrees to apply to its Home State's Portal Entity. The application will be submitted with the signature of the institution's chief executive officer or chief academic officer.		Yes or No <input type="checkbox"/> <input type="checkbox"/>

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COORDINATING BOARD

- #5: Rely on your confirmation to follow requirement.
- #6: Rely on your confirmation to follow requirement.
- #7: Rely on your confirmation to follow requirement.
- #8: Rely on your confirmation to follow requirement.
- #9: Rely on your confirmation to follow requirement.
- But the signature and title are reviewed to ensure it is the CEO/CAO that signs the application.

Section 1 - #10

10.	<p>Agree to professional licensure disclosures</p> <p>The institution agrees to provide notifications to students related to professional licensure. Any institution approved to participate in SARA that offers courses or programs designed to lead to Professional Licensure or certification or advertised as leading to Licensure must satisfy all federal requirements for disclosures regarding such Professional Licensure programs under 34 §C.F.R. 668.43. For SARA purposes, these requirements will also apply to non-Title IV institutions.</p>		Yes or No <input type="checkbox"/> <input type="checkbox"/>
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THECB Texas Higher Education
COORDINATING BOARD

- #10:
 - Rely on your confirmation to follow requirement. Links are checked to ensure compliance with SARA requirements.
 - Please pay attention to what Cheryl Dowd included in the professional licensure presentation.
 - Sometimes an institution will have out-of-date information or won't have information on its website that shows it has attempted to find licensure info.
 - In general, an application will be approved if there is sufficient information on professional licensure disclosures but it is possible that a request will be made to make updates to better meet the requirements. Thank you for promptly making those updates.
 - The Texas SPE has gathered good examples of other Texas institutions which have good professional licensure disclosures. You can always ask for an example to pattern your disclosures after.

- Note a resource that Jared Abdirkin listed in his presentation;
- Higher Education Licensure Pros LLC provided information at the 2023 NASASPS conference.
- Look for it under Resource Directories and Guides on the NC-SARA website.
- While some of the info might be dated, it gives good language to use when disclosing professional licensure.

Section 1 - #11 & 12

11.	<p>Instruction The institution agrees that in cases where the institution cannot fully deliver the instruction for which a student has contracted, to provide a reasonable alternative for delivering the instruction or reasonable financial compensation for the education the student did not receive. This may include tuition assurance funds, surety bonds, irrevocable letter of credit, assistance with transfer, teach-out provisions or other practices deemed sufficient to protect consumers.</p>	<p>Yes or No <input type="checkbox"/> <input type="checkbox"/></p>
12.	<p>Catastrophic events The institution agrees that it has well-documented policies and practices for addressing catastrophic events. The institution agrees to provide the catastrophic event policy and disaster recovery procedures to the State Portal Entity, if/when requested. Impacted students will receive the services for which they have paid or reasonable financial compensation for those not received. This may include tuition assurance funds, surety bonds, irrevocable letter of credit, assistance with transfer, teach-out provisions or other practices deemed sufficient to protect consumers. The institution agrees that it and/or its home state has adequate measures to protect student records in the event of closure.</p>	<p>Yes or No <input type="checkbox"/> <input type="checkbox"/></p>

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- #11: Rely on your confirmation to follow requirement.
- #12: Rely on your confirmation to follow requirement.
- This one specifically notes that your institution will provide the policy and procedures if requested.
- In general for all the requirements, please note that if there is a complaint made and it impacts one of the requirements your institution has agreed to follow, your institution will be asked for documentation to support it.

Section 1 - #13 through 16

13.	Agree to Provisional status The institution agrees to abide by conditions of provisional approval, if applicable.		Yes or No <input type="checkbox"/> <input type="checkbox"/>
Fees			
14.	Agree to pay SARA State fees The institution agrees to pay to its Home State any State fees for SARA participation required by the Home State for administering SARA.		Yes or No <input type="checkbox"/> <input type="checkbox"/>
15.	Agree to pay NC-SARA fees The institution agrees to pay its annual SARA participation fee to the National Council for State Authorization Reciprocity Agreements (NC-SARA).		Yes or No <input type="checkbox"/> <input type="checkbox"/>
Data			
16.	Agrees to share data The institution agrees to provide data necessary to monitor SARA activities, including annual reporting of exclusively distance education enrollments and out-of-state learning placements by state, in accordance with the NC-SARA Data Sharing Agreement and relevant reporting handbooks.		Yes or No <input type="checkbox"/> <input type="checkbox"/>

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- #13: Rely on your confirmation to follow requirement.
- #14: Rely on your confirmation to follow requirement.
 - Remember, Texas doesn't charge a state fee. There are no current plans to change this.
- #15: Rely on your confirmation to follow requirement.
 - Lately, payments by check sent via mail to NC-SARA have been taking awhile to be received and applied.
- #16: Rely on your confirmation to follow requirement.
 - BTW: Please be ready to submit annual data reporting. It comes at the same time each year. If you have it ready, it won't be a burden to you.
 - May 15 to June 15 of each year is the reporting window.

Section 2 – Institution Info

Section 2 - Institutional Designation and Action and Information

I, the undersigned representative of (institution name) _____
 having the authority to commit the institution to operate under the SARA interstate agreement, hereby
 certify that this institution meets all of the policies stated herein required for operation by the SARA Policy
 Manual.

Main Campus:
 Mailing address of the institution: _____
 City, State, Zip: _____

Type of institution

Public institution	<input type="checkbox"/>	Tribal institution	<input type="checkbox"/>
Independent not-for-profit institution	<input type="checkbox"/>		
Independent for-profit institution	<input type="checkbox"/>		

Does the institution participate in Title IV? Yes No

Institution OPEID number: _____

IPEDS Related Information

Institution IPEDS identification number: _____
 Institution FTE (based IPEDS): _____
 Year reporting: _____

Check one of the boxes below:

<input type="checkbox"/>	Institution with fewer than 2,500 FTE students
<input type="checkbox"/>	Institution with between 2,500 and 9,999 FTE students
<input type="checkbox"/>	Institution with between 10,000 and 29,999 FTE students
<input type="checkbox"/>	Institutions with 30,000 or more FTE students

Is the institution owned by another entity? Yes No

If yes, list official name of corporate parent: _____
 If yes, official address of corporate parent: _____

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- Section 2:
 - Fill the info section out carefully and completely.
 - Any updates to your institution’s information in the NC-SARA database are made from this section.
 - This page is usually pretty standard, although a comparison is made to ensure the information matches the information in the NC-SARA database.
 - Minor issues: OPEID and IPEDS numbers getting

switched.

- The only consistent change needed is to update the institution's FTE number in the NC-SARA database.
 - This affects the annual fee., so if you change institution size, it may increase or decrease your expected fee.

Section 2 - Links

Institution link to SARA student complaint process:

Optional additional link for website if necessary:

Institution link to Professional Licensure disclosures:

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- Of particular note in Section 2 are the requested links:
 - The link to the SARA student complaint process should be found on your institution's website.
 - It should be easy to find, in a place that students would logically go for grievances and complaints.
 - It should ideally link to the NC-SARA student complaint page so students can find the SARA complaint process.
 - If you have a separate page for NC-SARA information, clearly link to that page from your general grievance or student complaint page.
 - In the alternative, you can link to the THECB Texas SARA page. It provides a link to the NC-SARA student complaint page, but it is one more step for a student to go through.
 - Let's make this as easy as possible for students to find information.
 - Please note, some links are really buried on an institution's website.

- Also, some applications provide a link to the NC-SARA page, not the institution's own website. That does not show that a student could find the information on the institution's website.
- The link to professional licensure disclosures is the most difficult to find on an institution's website and the most varied.
 - Some institutions have really extensive info and some have very little.
 - Some send students to other states' links.
 - Some send students to specific program departments within the institution.
 - Again, take Cheryl Dowd's info and provide the necessary professional licensure info to students in a way that helps them.

Section 2 - Contacts

- Part A requests the following contact:
 - Named on invoice
 - This person also needs to be listed in Part B
- Part B requests the following contacts:
 - Primary contact
 - Secondary contact
 - Billing contact
 - Authorized Signatory contact
 - Data Reporting contact
 - CEO/CAO



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- These application snippets are not included. However, for each contact, a name, title, email and phone is required.
- The updated application designates more roles for institution contacts. These contacts are being updated as applications are received.
 - Note that the Texas SPE will email all the SARA contacts for an institution under two scenarios:
 - It appears that the institution is not be getting the NC-SARA emails; or
 - The institution hasn't submitted an application and a deadline is getting closer.

There is an issue if emails bounce or an institution's email system filters NC-SARA emails into spam/junk folders.

Section 2 – Branches and Signature

Branch campus¹ information:

List all branch campuses, as defined by SARA policy, with distance education activity covered by SARA policies.

Institution Name: _____
 Address: _____
 City, State Zip: _____

Typed name of institutional signatory officer: _____
 Email: _____
 Phone: _____

Title of signatory institutional officer: _____
The chief executive officer (CEO) or chief academic officer (CAO) of the institution completes and submits the application.

Signature: _____ Date: _____

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- If your institution has branch campuses, please fill out this section as necessary. You can always add an additional page for more branches.
- Make sure the CEO/CAO signs the application.
 - If you are digitally signing, please save and test that the signature saved with your PDF. There have been times when an application has been signed, but when saved and sent, the signature hasn't been retained.
 - If having difficulty, try getting the signature, printing and scanning as a "flat" PDF. It will no longer be a fillable form, but it will preserve the signature.

Sections 3 & 4

Section 3 - SARA State Supplemental Sheet for Institutions

Section 4 - SARA State Portal Entity Action and Information

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- Section 3:
 - You can ignore this section.
 - If the Texas SPE adds a supplemental checklist in the future, it will be sent by the SPE at the time your institution is first notified of the renewal.
- Section 4: This is the part the Texas SPE will fill out.
 - Institutions do not need to pre-fill out anything here.
 - A new page will replace the blank page with Texas SPE information and add the approval date and the SPE's digital signature.

Timing of Application

- Notifications start at 90 days.
 - Additional notices at 60, 30, and 7 days.
 - Best practice: Calendar your renewal date.
- I will acknowledge receipt of an application.
- I try to review in the order of due date.
- Please don't wait until the last minute to apply.



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- You will start getting notices from NC-SARA at the 90 day mark.
 - Feel free to apply anytime after that. Best practice is to calendar your renewal date so the notification isn't a surprise.
- The Texas SPE will acknowledge receipt.
- The renewal application may not review immediately as there may be applications that are pending which are due sooner than yours. The Texas SPE will always review prior to the deadline if you have submitted the application on time.
- Please don't wait until closer than 14 days before the end of your participation date. Emergencies arise, other events are happening.
- Unfortunately, this is not the Texas SPE's only role, so se is not able to focus solely on reviewing your institution's application at the last minute.
- Please give us a cushion to review, especially if there is missing information you will need to provide before the Texas SPE can approve the application.

Payment of Annual Fees

- Once your application is approved, you will get an email with a link to your invoice.
- Invoice and payment information will come from an NC-SARA email address.
- Best practice: If paying by check, send it at least 30 days prior to expiration.
- I can have the email re-sent, but asking me to check on the status of your payment will cause me to email NC-SARA staff.

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- If paying by check, send the check at least 30 days prior to the end of the grace period.
- Institutions sometimes start the PO or other payment process too late and go right up against the grace period.
 - Yes, there is a grace period, but that shouldn't be used to delay payment for an additional month.
 - If you have a long payment process, let the Texas SPE know if you need the application approved a certain amount of time before the end of the participation period. We will try to accommodate such a request. We can work together to ensure you are making a timely payment of your fees.
 - Remember that the invoice and payment information come from NC-SARA and goes to NC-SARA. The Texas SPE can only check on the payment status by viewing the NC-SARA database and, if payment isn't listed, emailing NC-SARA accounting and copying you.



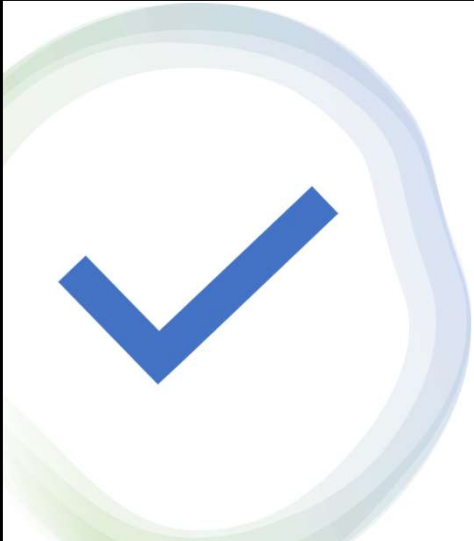
- This is an example of an email that includes the link to an invoice.
 - Several institutions have said they never received an invoice.
 - Perhaps the NC-SARA emails are bouncing or the institutions are not recognizing the email as the invoice and payment link.
- This example has the name of the institution redacted and the links are disabled. A real email would have a link that could be clicked to see your institution's invoice for annual fees and a working payment link.
- Please note, this invoice is not generated until after the SPEI approves the application.
 - Some institutions have asked for the invoice prior to sending their renewal application. This is not possible.
 - If you want to know what the expected amount will be, you can look at the participation fees on the NC-SARA website. The Texas SPE can also help you find those fees.
- Finally, please check with your IT department to ensure your email systems are accepting emails from @nc-

sara.org and @salesforce.com.

- If someone leaves and is replaced, contact Cam Maeyaert to update the SARA contacts.
- Thank you! I really enjoy working with each of you. Together, we can make this a smooth process.

Turning the Tables: Your Time to Talk

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How can we help you?

- What additional information would you like?
- Would a supplemental application check-off form or instructions be helpful?
- Do you want quarterly updates from me or are the NC-SARA emails sufficient? If quarterly updates, what would you want to know?

- What additional information would you like?
- Would a supplemental application check-off form or instructions be helpful?
- Do you want quarterly updates from the Texas SPE or are the NC-SARA emails sufficient? If quarterly updates, what would you want to know?

SARA institutions' suggestions are always welcome. Please email any suggestions or requests for information to Cathie.Maeyaert@highered.Texas.gov.

Questions?



Thank you!

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