

UK Distance Learning: 2022-2023 Compliance Timeline, Deadlines, and Common Terms

The following checklist is designed to guide all UK programs that involve any out-of-state activity and or that lead to professional licensure or certification or assists students in ultimately obtaining such credentials.

Month	
August 2022	<p>Licensure disclosures for professional licensure programs are sent to students approximately two weeks before the start of classes. Note: This will occur even if signed acknowledgments have not yet been received.</p> <p>Programs will receive a request to complete a Program Information Confirmation survey by Wednesday, August 31.</p> <p>UK Distance Learning will assess whether an activity may be offered out-of-state with or without additional authorization; whether out-of-state students may enroll in UK courses offered via online or hybrid formats; and whether other states recognize UK programs for state professional licensure or certification.</p>
November 2022	<p>Colleges and select programs will receive requests for out-of-state student field placement data. This data is reported to NC-SARA as part of UK’s participant agreement.</p>
January 2023	<p>Licensure disclosures for all professional licensure programs are sent to students approximately one week before the start of classes. Note: This will occur even if signed acknowledgments have not yet been received</p> <p>Out-of-state student field placement data is due January 27, 2023</p>
March/April 2023	<p>Compliance letters are sent to programs, which include:</p> <ul style="list-style-type: none"> • Audit reports of program websites, public-facing promotional materials, handbooks, etc., for compliance with federal and SARA standards, as applicable. • Information regarding whether an activity may be offered out-of-state with or without additional authorization; whether out-of-state students may enroll in UK courses offered via online or hybrid formats • For professional licensure programs: licensure disclosure language for each state and territory <p>Compliance letters must be signed and returned to UK Distance Learning by April 28, 2023.</p>

Common Distance Learning Compliance Terms

State authorization	State laws that institutions must follow where it provides educational activities (i.e., student field placements, online courses, field trips, etc.). States may require additional approvals, fees, or action for an institution to provide an educational activity there.
Physical presence	Any activity that would make the institution subject to the laws and requirements of that state or territory where the activity occurred. UK Distance Learning tracks out-of-state activity to ensure all of the institution’s physical presence activities meet state requirements.
Professional licensure program	A program designed or advertised to meet educational requirements to obtain a specific license or certification required for employment in an occupation.
Licensure disclosure	A written statement is provided to current or prospective students stating whether the program meets or does not meet the educational requirements for licensure or certification in a state or territory. Institutions must make this information public and also send direct disclosures in writing to prospective students before enrollment. If the institution cannot make or hasn’t made a determination, it can disclose it “has not made a determination” and provide contact information for the relevant professional licensure board.
State Authorization Reciprocity Agreement (SARA)	An interstate reciprocity agreement that allows participating institutions to provide most online courses and other educational activities in other SARA member states. Participating institutions must meet the standards outlined in the agreement. The National Council (NC-SARA) administrates the agreement and collects data.
Out-of-state student field placement data	<p>NC-SARA requires a report on the number of student field placements in each US state or territory that meet ALL the following criteria:</p> <ol style="list-style-type: none"> 1. The placement is outside the “home state” of the SARA institution; 2. The placement involves the physical presence of the student at the out-of-state location(s); 3. The placement is an activity required for degree completion; 4. The placement started between January 1 and December 31 of the year preceding the reporting period (i.e., January 1 - December 31, 2022) <p>UK Distance Learning works with individual colleges to collect this data to report to NC-SARA.</p>
Program Information Confirmation survey	A brief survey sent to programs asking for updated contact information, accreditation information, program changes, planned out-of-state activities, etc. This information is used by UK Distance Learning to assist in licensure/state authorization research.