



CFR 668.43 & 600.9 (c)(2)

PROFESSIONAL LICENSURE AND DETERMINATION OF LOCATION

January 2025

Professional Licensure Programs and Disclosures

Purpose of Disclosures

To ensure Belhaven University complies with the U.S. Code of Federal Regulations 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c), which require disclosures for programs that lead to professional licensure or certification necessary for employment, regardless of the program's modality. This regulation requires institutions to determine the state where a student is located to disclose if the applicable program curriculum meets state-specific licensure requirements.

Professional Licensure Programs

Belhaven University offers the following licensure programs covered under CFR 668.43 and 600.9(c)(2).

- Bachelor of Science in Accounting and Certificate in Accounting - Certified Public Accountant (CPA)
- Master of Arts in Counseling
- Bachelor of Science in Elementary Education K-6
- Secondary Education Teacher Certification Option (Mississippi Alternative Route)
- Master of Arts in Teaching (Mississippi Alternative Route)
- Master of Education in School Leadership and Administration
- Education Specialist in School Leadership and Administration
- Bachelor of Science in Nursing
- Bachelor of Science in Social Work

Compliance with Federal Regulations

Since the professional licensure and certification requirements vary from state to state, disclosures posted on the website can be used to confirm if licensure programs offered by Belhaven University meet the educational prerequisites for professional licensure or certification within and outside Mississippi.

Definitions

Professional Licensure Program

An academic program designed for or marketed as preparing graduates to meet the educational requirements for *initial* professional licensure or certification requirements of a state board. Optional certifications administered through the private sector fall outside the scope of this policy.

If an educational program offered by Belhaven University is designed to meet academic requirements for a specific professional license or certification required for employment in an occupation or is advertised as meeting such requirements, information regarding whether

completing that program would be sufficient to meet licensure requirements in a state for that occupation is required, including:

- (A) A list of all states for which the institution has determined that its curriculum *meets* the state educational requirements for licensure or certification;
- (B) A list of all states for which the institution has determined that its curriculum *does not meet* the state educational requirements for licensure or certification and
- (C) A list of all states for which the institution has *not determined* that its curriculum meets the state educational requirements for licensure or certification.

Direct Disclosure

A direct disclosure is required by 34 CFR 668.43(c) by the institution to the student in writing (email or letter) if the program leading to professional licensure or certification *does not meet* or if it is *not determined* if it meets requirements for the state in which a student is located.

- **Prospective students** – A direct disclosure will be sent to prospective students before a financial obligation is made if a student is located in a state that does not meet, or it is not determined to meet, the state’s professional licensure requirements for employment.
- **Enrolled students** – If a student is enrolled in a program and the institution makes a later determination that the program does not meet, or it is not determined as meeting, educational requirements for licensure or certification in the state where the student is located, the institution will provide a direct disclosure to the student within 14 calendar days of making that determination.

Student Types

Prospective Student

A student who has applied for admission to Belhaven University but has not yet attended the first day of class and, therefore, does not yet have a financial commitment to the university.

Enrolled Student

A schedule does not define an enrolled student. An enrolled student is one who is attending Belhaven University classes and is still on the roster on the census date.

Initial Enrollment Student

Initial enrollment refers to the student’s enrollment in a licensure program at Belhaven University, not their enrollment at Belhaven University.

Student Location

Belhaven University must determine student location (i.e., state) to disclose state-specific professional licensure information. Belhaven University uses where the student is physically located while taking classes to determine home location.

- In-person Modality (face-to-face classes) – home location is in Mississippi
- Online Modality (online classes) – home location is where the student is physically located while taking classes

Prospective Student Location

A prospective student's location is the state where the student will be physically located and taking classes when they are accepted to Belhaven University.

Enrolled Student Location

A schedule does not define an enrolled student. An enrolled student is one who is attending Belhaven University classes and is still on the roster on the census date.

Initial Enrollment Student Location

The initial enrollment location is the state where the student will be physically located, attend classes, and be on the roster on the census date when they are accepted into a licensure program at Belhaven University.

Change of Location

Student location designations will remain in effect until the student officially notifies Belhaven University that their location has changed.

Compliance with Federal Regulations

The Office of Admission determines the student's home location based on their physical location while taking classes in a licensure program. The Office of Admission will notify students at the point of admission of their intended licensure program's *meets* or *does not meet* status based on their home location. Students enrolled in an in-person modality have a Mississippi home location. For students enrolled in an online modality, home location is where the student is physically located while taking classes as determined by their admission application. The direct disclosure notification is sent through email and notes the student's home location while taking classes and a link to the licensure requirements for the student's home location. The letter also includes a link to the [Professional Licensure Programs](#) page, which provides state-specific requirements and contact information for each state's licensure board. Students will receive either a *meets* or *does not meet* direct disclosure based on their home location and licensure program. When applicable, students can complete an attestation form if their intended state of

employment and licensure differ from their home location while taking classes at Belhaven University.

- **Bachelor of Science in Accounting and Certificate in Accounting - Certified Public Accountant (CPA)**

The accounting program at Belhaven University is accredited by The American Institute of Certified Public Accountants (AICPA). Students who complete the Bachelor of Science in Accounting are eligible to sit for the Certified Public Accountant (CPA) license depending on the requirements of the state in which the student is physically located while completing their degree. State-specific licensure information is available at <https://www.belhaven.edu/pdfs/consumer-info/accounting-licensure-public-disclosure.pdf>.

- **Master of Arts in Counseling**

Graduates of the Masters of Arts in Counseling program are eligible to apply for a provisional license in professional counseling (P-LPC). While enrolled in the program, students must work with their advisor to ensure they complete the electives and meet the minimum grade standards of their state's licensure requirements. State-specific licensure information is available at <https://www.belhaven.edu/pdfs/consumer-info/counseling-licensure-public-disclosure.pdf>.

- **Bachelor of Science in Nursing**

The Bachelor of Science in Nursing (BSN) is accredited by the [Commission on Collegiate Nursing Education](#) (CCNE), which is recognized in all 50 states and US territories. To determine the state requirements for professional nursing licensure as an RN, please visit [The National Council of State Boards of Nursing](#) (NCSBN). State-specific licensure information is available at <https://www.belhaven.edu/pdfs/consumer-info/nursing-licensure-public-disclosure.pdf>.

- **Bachelor of Science in Social Work**

The Bachelor of Social Work program at Belhaven University is accredited by the Council on Social Work Education (CSWE). State-specific licensure information is available at <https://www.belhaven.edu/pdfs/consumer-info/social-work-licensure-public-disclosure.pdf>.



BELHAVEN UNIVERSITY SCHOOL OF EDUCATION

Educator as Servant Leader

Learning to Lead – Leading to Serve

EDUCATOR PREPARATION PROVIDER

THE BELHAVEN UNIVERSITY SCHOOL OF EDUCATION

PROFESSIONAL LICENSURE DISCLOSURE POLICIES AND IMPLEMENTATION

Federal Regulation: 34 CFR 668.43 (a) (5) (v) and 34 CFR 668.43 (c)

The following policies and procedures apply to both face-to-face and distance education candidates.

1. APPLICATION & ADMISSIONS

- The Office of Admission determines the student's home location based on their physical location while taking classes in a licensure program. The Office of Admission will notify students at the point of admission of their intended licensure program's *meets* or *does not meet* status based on their home location. The direct disclosure notification is sent through email and notes the student's home location while taking classes and a link to the licensure requirements for the student's home location. The letter also includes a link to the [Professional Licensure Programs](#) page, which provides state-specific requirements and contact information for that state's licensure board. Students will receive either a *meets* or *does not meet* direct disclosure based on their home location and licensure program. When applicable, students can complete an attestation form if their intended state of employment and licensure differ from their home location while taking classes at Belhaven University.
- The Belhaven University School of Education web page provides a statement for disclosure applicable to all educator licensure and endorsement programs offered in the Belhaven University School of Education for students with a home location in Mississippi. The disclosure for out-of-state applicants and candidates can be found on the [Belhaven University School of Education](#)'s home web page. State-specific licensure information for the School of Education programs is on the [Professional Licensure Programs](#) page.
- Applicants are provided this information as part of the degree plan sheets and/or a program *Memorandum of Understanding* provided in the School of Education Application Packet.
- The School of Education Recruiters and Admissions Officers understand the policy and explain the disclosure policy to applicants and/or new candidates who inquire about the program.
- Upon admission to the University and enrollment in the School of Education, new candidates receive a direct disclosure letter. They are required to sign a *Memorandum of Understanding* defining the School of Education's policy regarding licensure.

2. DOCUMENTATION OF THE POLICY

- The Belhaven University School of Education Professional Licensure Disclosure Policy is published on the *Elementary Teacher Education Degree Plan Sheet* for the initial Mississippi Teacher Licensure degree program and given to all Elementary Teacher Education majors each year during their course of study. At the Graduate degree level, the Policy is published on each Graduate School of Education Advanced Degree Plan, and a *Memorandum of Understanding* is signed by the candidate upon entrance into the program. A copy is kept in the candidate's record file in the School of Education office.
- The School of Education Professional Licensure Disclosure Policy is published on the Belhaven University School of Education home web page.

<https://www.belhaven.edu/academics/Education/default.htm>

This web page also links to the different State Departments of Education in the 50 United States and Territories. This allows candidates to locate the state where they may want to apply for an educator licensure and search for the requirements for licensure/certification for each state.

<https://nc-sara.org/professional-licensure-directory>

- The Education Professional Licensure Disclosure Policy is published in the Belhaven University Catalog on the School of Education information pages.
- All School of Education degree programs are marketed and/or advertised as meeting and leading to Mississippi state educator licenses or endorsements. Those states with a *meets* status for the School of Education programs are on the [Professional Licensure Programs](#) page.

3. CANDIDATE LOCATION

- Students enrolled in an in-person modality have a Mississippi home location. For students enrolled in an online modality, home location is where they are physically located while taking classes as determined by their admission application.
- Belhaven University maintains an information database of all applicants interested in the Belhaven University School of Education Educator Preparation Program. This information informs the School of Education of the candidate's location/state.
- The University's database provides the School of Education with the candidate's location at the time of the candidate's initial inquiry into the program, which is maintained and kept current once the candidate is enrolled in the Education program.
- The University requires formal notification from candidates if and when they should change their address and/or location, including a state change. The School of Education is kept informed through the University's database.

4. INFORMING CANDIDATES

- Education majors at the initial educator licensure level and those graduate candidates at the advanced licensure and endorsement levels are reminded of the Education Professional Licensure Disclosure Policy at the beginning of each course, as the disclosure statement is a required statement published in all course syllabi in the School of Education at both the undergraduate and graduate levels.
- Online courses publish the Education Professional Licensure Disclosure Policy statement as part of every course module, and reminders are provided in the Announcement Section of courses in Canvas.
- Undergraduate candidates are reminded of the Education Professional Licensure Disclosure Policy during the School of Education - Education Seminar, which is required of all undergraduate candidates each semester. Candidates are once again reminded of the policy during their admissions interview to the Teacher Educator Preparation Program.

- **Bachelor of Science in Elementary Education K-6**

The Bachelor of Science in Elementary Education satisfies the requirements for its graduates to apply for an educator license. A five-year educator license is granted to applicants meeting all licensing requirements and completing a state-approved or National Council for Accreditation of Teacher Education (NCATE) or Council for the Accreditation for Educator Preparation (CAEP) approved teacher education program from a regionally/nationally accredited institution of higher learning. State-specific licensure information is available at

<https://www.belhaven.edu/pdfs/consumer-info/school-of-education-teacher-licensure-public-disclosure.pdf>.

- **Secondary Education Teacher Certification Option (Mississippi Alternative Route)**

Belhaven University's School of Education's Secondary Education Teacher Certification – Mississippi Alternate Route Licensure program has been specifically developed to meet the rigorous standards set by the Mississippi Department of Education (MDE). This teacher certification does not fulfill licensure requirements in any other state. State-specific licensure information is available at https://www.belhaven.edu/pdfs/consumer-info/school-of-education-secondary-education-teacher-certification-option_mississippi-alternative-route-teacher-licensure-public-disclosure.pdf.

- **Master of Arts in Teaching (Mississippi Alternative Route)**

The Master of Arts in Teaching/*Mississippi Alternate Route Licensure* degree is for individuals with a Bachelor of Science or a Bachelor of Arts degree in a content area other than Education who want to become a licensed teacher in Mississippi. Belhaven University Graduate School of Education's MAT Degree – Mississippi Alternate Route Licensure program has been specifically developed to meet the rigorous standards set by the Mississippi Department of Education (MDE). This degree does not fulfill licensure requirements in any other state. State-specific licensure information is available at https://www.belhaven.edu/pdfs/consumer-info/school-of-education-master-of-arts-in-teaching_mississippi-alternative-route-teacher-licensure-public-disclosure.pdf.

- **Master of Education in School Leadership and Administration**

The School Leadership and Administration program at Belhaven addresses the National Educational Leadership Preparation (NELP) Program Recognition Standards. After completing the School Leadership and Administration program, students are prepared to take the School Leaders Licensure Assessment Exam (SLLA). State-specific licensure information is available at <https://www.belhaven.edu/pdfs/consumer-info/school-of-education-school-administrator-teacher-licensure-public-disclosure.pdf>.

- **Education Specialist in School Leadership and Administration**

The School Leadership and Administration program at Belhaven addresses the National Educational Leadership Preparation (NELP) Program Recognition Standards. After completing the School Leadership and Administration program, students are prepared to take the School Leaders Licensure Assessment Exam (SLLA). State-specific licensure information is available at <https://www.belhaven.edu/pdfs/consumer-info/school-of-education-school-administrator-teacher-licensure-public-disclosure.pdf>.

Responsibility

Student

Students will follow the proper procedure to officially notify the Belhaven University of a change in their location.

If a student is considering relocating, they will contact their academic advisor to discuss potential specific state requirements for their program's applicable licensure board(s) in the state where they intend to obtain a license.

Belhaven University

Belhaven University will comply with federal regulation by maintaining a list of general public disclosures at <https://www.belhaven.edu/about/consumer-info/professional-licensure.html>.

Belhaven University will comply with federal regulations by sending direct disclosures (via mail or email) to students when applicable.

Belhaven University will comply with federal regulations by recording the disclosures that are sent.

The U.S. Department of Education Code of Federal Regulations CFR §668.43 requires colleges and universities to communicate publicly and directly to prospective and current students if programs leading to a license or certification meet other state's requirements.