

Professional Licensure Disclosure Policy

I. Purpose

The purpose of this policy is to ensure compliance with federal professional licensure disclosure requirements and to provide clear, timely information to students regarding whether a TCC program prepares them to meet professional licensure requirements in their state of residence.

II. Scope

This policy applies to all programs that lead to or may lead to professional licensure or certification.

III. Policy Statement

TCC is committed to transparency regarding professional licensure requirements and to informing students whether a program meets licensure requirements in their state of residence prior to enrollment.

IV. Responsibilities and Procedures

Institutional Notification

- TCC will notify students with an out-of-state address whether their intended major prepares them for professional licensure in their state of residence.
- The Curriculum Compliance Administration will provide licensure disclosures to students mentioned above within 14 days upon enrollment in the college.

Program Review of Licensure Requirements

- Program Directors within the School of Health Sciences will review professional licensure requirements for each applicable state annually for their respective programs.
- Documentation of this review will be maintained in accordance with federal compliance standards, on the colleges website.

Review of Student Residency

- As students are admitted into School of Health Sciences programs, the student's home address will be reviewed to determine their state of residence for licensure disclosure purposes.

Attestation Requirement

- If a student resides in a state where a TCC program does not meet the educational requirements for professional licensure:
 - The student must sign a letter of attestation prior to beginning the program, acknowledging that the program does not prepare them for licensure in their state of residence and affirming that they do not intend to seek employment in that state.
 - The letter of attestation must be completed through a non-automated process and may not be a simple “check-the-box” acknowledgment.
- Students who reside in a state where TCC’s program does not meet licensure requirements and who refuse to sign the required letter of attestation will not be permitted to enroll in the program.

Record Retention

- The School of Health Sciences will maintain records of all signed letters of attestation in accordance with institutional record retention policies.