



## **481 - NC-SARA Licensure Operational Procedure**

### **Purpose:**

Agreements (NC-SARA) requirements regarding professional licensure disclosures. Bismarck State College operates under the North Dakota University System's participation in the [State Authorization Reciprocity Agreement \(SARA\)](#), and this procedure aligns with NDUS state authorization expectations while ensuring compliance with NC-SARA and applicable federal requirements. This procedure establishes a standardized process for identifying, documenting, and disclosing state licensure requirements for programs offered by Bismarck State College (BSC). Public licensure disclosure information is available on the BSC website at [Student Disclosure Information](#).

### **Procedure:**

This procedure applies to all academic programs offered by the institution that are designated, advertised, or reasonably understood to lead to professional licensure or certification in any U.S. state or territory.

1. **Program Identification** – When the New Academic Program Form (Phase 3) is completed, programs that lead to professional licensure will be identified on page 7 of the document. The Dean of Distance Education and Learning Support Services (DE & LSS) will then initiate licensure research and updates of licensure disclosure documents.
2. **Licensure Research** – The DE & LSS division will assist identifying other known states or U.S. territories in which this program meets the educational requirements for professional licensure. If unknown, the state or U.S. territory will be listed as a “No, does not meet the educational requirements for professional licensure.”
3. **Documentation and Public Disclosure** – The DE & LSS division will update the Licensure Disclosure and States Licensing Information documents located on the BSC website at [Student Disclosure Information](#). All updates or new program additions to the disclosure documents are reviewed and approved by the program Dean/Assistant Dean before the Dean of DE & LSS requests the new documents be posted to the BSC website.
4. The DE & LSS division will notify the Admissions and Academic Records Offices when the disclosure and state licensing information documents are updated on the BSC website. This includes both new program implementation and updates to existing licensure programs. This should happen before the new program or updated program goes live on the website and in the application process.



5. Direct Disclosure – The Admissions and Academic Records Office will contact Core Technology Services with the updated information needed for attestation notifications to be automatically emailed when a student's home address is from a state in which the program, they are applying to, does not meet that's states licensure requirements.
6. Monitor and Maintain – The DE & LSS division submits annual reports and updates to NC-SARA ensuring that BSC is following NC-SARA and federal regulations (34 CFR 668.43). The division annually verifies whether programs have made any changes that may affect state licensure requirements and updates the documents prior to end-of-year NC-SARA reporting and annual membership renewal. The division office also monitors NC-SARA list-serve communications and meetings noting any changes that need to be documented.

**References:**

[NC-SARA Policy Manual](#)

U.S. Department of Education, 34 CFR 668.43

[NC-SARA Professional Licensure Directory](#)

[Student Disclosure Information](#)

[NDUS Authorization Reciprocity Agreement \(SARA\)](#)

**History of This Procedure:**

First procedure: January 11, 2026

Approved by Alicia Uhde, Interim VPAA on January 11, 2026.