

Student Attestations

Many professions and certifications are governed by state or territorial regulations. These regulations often dictate specific educational requirements for licensure or certification. For this reason, some of NWCC's programs that lead to professional licensure and state certification may not meet the educational requirements of all states and territories where the student is located or intends to locate.

Why am I required to complete an attestation?

Federal regulation, § 668.14(b)(32)(i) and (ii), requires students to complete an attestation at the time of initial enrollment at NWCC into a professional licensure or state certification program that does not meet the educational requirements for the state or territory where the student is located. The attestation serves as a crucial tool to ensure that students engage in the decision-making process with full awareness and consent.

The attestation requires students to:

1. Disclose their intentions and plans for professional licensure upon graduation from NWCC and outline educational goals and future plans for employment.
2. Acknowledge that they have been informed by NWCC that the program for which they intend to enroll is not designed to meet the educational requirements for licensure or certification in the state where they are located.
3. Attest to seek employment in a state that meets the educational requirements for licensure or certification.
4. Confirm that NWCC has provided program advising and alternative options and resources related to their pursuit of professional licensure or state certification.

NWCC is committed to complying with federal regulations and demonstrating transparency. The university has implemented a robust student attestation process to ensure that students are fully informed about how the university's professional licensure and certification programs align with the educational standards of a state or territory, empowering them to make informed decisions about their education and future career paths. NWCC's Student Attestation Process is outlined below.

Student Attestation Process

The information below specifies the process and procedures to be followed regarding obtaining student attestations from distance education students for NWCC professional licensure programs that do not meet the educational requirements for the state or territory where a student is located or where a student intends to locate/relocated for employment purposes.

Step 1:

At the time of enrollment of distance education students, programs should inform the student about the specific licensing requirements for their chosen profession in the state where they

intend to work. The program must clearly communicate that the college's program for which they intend to enroll does not meet the requirements in every state.

Step 2:

Assign a program counselor or advisor to assist distance education students with meeting the licensing requirements in the state they intend to be licensed and employed. The assigned staff should encourage students to research and understand the specific requirements in their targeted states.

Step 3:

Units must require distance education students to complete the **Student Attestation: Professional Licensure Programs Form** to acknowledge that NWCC has provided program disclosures and alternative options and resources to pursue professional licensure or state certification. The attestation must clearly disclose distance education students' intentions and plans for professional licensure upon graduation from NWCC, to include educational goals and future plans for employment.

Step 4:

Programs must maintain thorough and organized records of student attestations for professional licensure programs, including educational plans and supporting documentation in a readily accessible file system in case of audit.