

DRAFT

INFORMATION/QUESTIONS INSTITUTIONS SHOULD SEEK FROM STATES REGARDING APPROVAL TO DELIVER DISTANCE EDUCATION INTO A STATE.

Does my institution need to seek approval/authorization/licensure to deliver programming in your state for current students or future students who are or might be enrolled in online efforts? If no, please forward a letter (or email) indicating no further action is required by the institution. If yes, please provide information or respond to the following:

1. Specific state authorization/licensure/approval requirements for an out-of-state institution delivering online programming into the state; specific reference to the law and regulations governing authorization/licensing/approval (copies or url);
2. Application and materials required to be submitted (copies or url);
3. The time and/or any calendar requirements for submission;
4. The length of time before the agency will action on a completed application once submitted;
5. The process that is employed for reviewing the application, including site visits;
6. The cost to apply and any ongoing costs to the institution;
7. Whether any exemptions (religious, military, contractual) are allowable and the procedures for requesting such an exemption;
8. Whether any reciprocal or consortial arrangements are allowed/approved to meet state authorization/licensure/approval requirements; and
9. The period of time covered by the authorization/licensure/approval if granted.

If your institution has a limited 'footprint' (e.g. delivering programming into one or two neighboring states), you may simply want to pursue discussions with those states. But for many, and likely most institutions, the footprint either is or is potentially larger, thus writing to each state.