

SHEEO State Authorization Inventory

District of Columbia

Please note: For purposes of this survey, the terms “authorize” and “authorization” are used generically to include approve, certify, license, regulate, recognize, empower, or similar actions relative to the operation, provision, or availability of postsecondary education in your state.

1. Agency and Contact Information

- a. Agency Name: **Education Licensure Commission**
- Description:
The Commission regulates and licenses those educational institutions operating and providing postsecondary education in the District of Columbia.
 - Contact Information:
Robin Y. Jenkins
Executive Director
DC Education Licensure Commission
810 First Street NE, 2nd Floor
Washington, DC 20002
202-724-2095
robin.jenkins@dc.gov
www.osse.dc.gov
 - Please state who institutions should contact if they have questions about your agency’s authority, policies, or application process?
Applications and general information about the Education Licensure Commission can be found at www.osse.dc.gov under the Education Licensure Commission tab.
- b. Links:
www.osse.dc.gov
- c. According to our records, the following agencies also have responsibility for authorization in the state.
None.
- d. If the division of responsibility among these agencies is not clear, please explain.
Not applicable.

2. Types of Educational Providers Authorized

- a. Please indicate the types of institutions that your agency authorizes, using the list below. Please answer “yes” or “no” to each item. Feel free to provide a short explanation of any ambiguity, including any necessary clarification of “in-state,” “out of state,” or other terminology.

- No Public, in-state degree granting institutions
- Yes Public, out-of-state degree granting institutions
- Yes Private, in-state, not-for-profit degree granting institutions
- Yes Private, out-of-state, not-for-profit degree granting institutions
- Yes Private, in-state, for-profit degree granting institutions
- Yes Private, out-of-state, for-profit degree granting institutions
- No Public, in-state, non-degree granting institutions
- Yes Public, out-of-state, non-degree granting institutions
- Yes Non degree, not-for profit institutions
- Yes Non degree, for-profit institutions
- Yes Religious institutions
- Yes Tribally-controlled institutions

Clarifying comments:

- b. Is an institution required to obtain approval from more than one agency to be authorized in your state (excluding purely programmatic approvals)? If so, please explain.

If it is nursing the program has to be approved by the Board of Nursing.

- c. Is accreditation required for an institution to be authorized in your state?

- o If yes, please explain:
If the institution is from out of town.
- o If yes, what type of accreditation is required? Please, check all that apply as appropriate.

- Regional
- National
- Programmatic/specialized

Clarifying comments:

- d. Does your agency authorize specific academic programs offered by institutions or only institutions themselves?

Both.

- e. Do programs in certain subject areas require the separate approval by another state entity; for example, a professional licensing agency? .

Nursing

Bonita Jenkins EdD, RN, CNE

Nurse Specialist II - BON, DOH

Health Professional Licensing Administration

899 North Capitol Street NE

Washington, DC 20002

202-724-8846

202-724-8677 (FAX)

3. Exemptions

- a. Are certain institutions or programs exempt by law or policy from your state authorization requirements?
 - o If yes, please describe which institutions or programs the exemption applies to and how it works? If available, please provide any pertinent web links.

The two state institutions: The University of the District of Columbia and the Community College of the District of Columbia.
 - o If yes, how does the institution or program claim an exemption? For example, is the exemption automatic as long as it meets specified criteria, does the institution or program notify the agency and the exemption is granted; is there an application process, etc.?

The Exemption is by law.
- b. If an institution or program is exempt from state authorization, are there any other state requirements that an institution would need to fulfill in order to operate in your state (e.g., providing contact information, list of programs, etc.)?
- c. Does your state constitution or do your state laws provide any exemptions for religious institutions?

No.

 - o Are all religious institutions exempt (please describe)?

No.
 - o Are religious institutions that award only religious degrees or certificates exempt (please describe)?

No.

- Are certain religious institutions exempt that meet other criteria (please describe)?
No.

4. Authorization of Distance Education

- a. Does your agency require purely (100%) distance education programs, including online or correspondence study programs that enroll residents of your state, to be authorized without regard to physical presence?
- b. If not, does your agency determine whether an institution must be authorized based on a physical presence or “operating” standard?
Yes.

5. Physical Presence Policy – Common “Triggers”

- a. If your agency uses a physical presence standard, how does your agency define physical presence? If available, please provide a link to that policy or a citation to the relevant regulation giving that standard.
The Commission determines based on the application submitted.
- b. Please specify whether any of the following activities would constitute a physical presence or signify “operating” in your state, assuming that the named activity is the institution’s sole activity in your state. **Please answer “yes” or “no” to each question. In addition you may provide a short explanation of any ambiguity.**
 - Permitting a student to complete an internship, externship, field experience, or clinical practicum organized by the institution?
Yes.
 - Does this apply only to distance education students or more generally?
In general.
 - Permitting a student to complete an internship, externship, field experience, or clinical practicum found by the student acting independently?
Yes.
 - Does this apply only to distance education students or more generally?
In general.

- Employing full-time faculty in the state to provide instruction via distance education programs to students in the state?
Yes.
 - What about adjunct faculty?
Yes.
- Employing full-time faculty in the state to provide instruction via distance education programs solely to students outside of the state?
Yes.
 - What about adjunct faculty?
Yes.
- Having a contract/agreement between the institution and in-state institutions or in-state entities to provide services for students (i.e. library, gym, computer centers, etc.)?
No.
- Organized, consistent, on-the-ground recruiting of students in the state by employees or agents of the institution?
Yes.
 - What if the agent is only recruiting students in the state on an occasional basis (i.e. at job fairs)?
Yes.
- Advertising in local media sources that are largely viewed by residents of the state?
Yes.
- Advertising in national media sources that can be accessed by residents of the state?
Yes.
- Having computer servers or other equipment located in the state?
Not addressed.
- Hosting short term, face-to-face, seminars or conferences in the state where students meet in person?
Yes.
- Employing mentors, tutors, or preceptors in the state to aid students, who are residents of the state, on an individual basis?
Not addressed.

- Requiring a student to take a proctored exam at a location or with an entity in the state prescribed by the institution?
Not addressed.
 - Requiring a student to take a proctored exam with an entity in the state chosen by the student but approved by the institution?
Not addressed.
 - Other [please explain]
- c. Of the activities or conditions listed above that alone would not constitute a physical presence, are there any that if combined would create a physical presence?

6. Application Process

- a. Please provide a short description of the application process to obtain state authorization. If available, please provide web links to the specific references to all applicable state laws, regulations, manuals, forms, or other pertinent documents.
See web address: www.osse.dc.gov
- b. Generally, how long does it take to approve applications (assuming that the agency has received all required information from the institution)? Please provide a typical range if appropriate.
Approximately 90 days.
- c. What is the authorization duration?
1-3 years.
- d. What does an institution need to do to maintain authorization?
Renew.
- e. What kinds of information or data must an institution report to your agency as a condition for continued authorization? How frequently is this reported or updated? Is this information published or shared publicly?
An annual renewal application and enrollment information. The information is not published.
- f. Can an institution lose its authorized status? If so, how?
Non compliance with any of the regulations can trigger a loss of licensure status.

- g. Can a multi-institutional system or college corporation apply to your agency for authorization on behalf of all of its component institutions? If so, please describe the process.
Yes the same application as any other applicant.
- h. Would multi-institution public systems be treated the same as multi-location for-profit institutions?
Yes.
- i. What distinctive features in your authorization process would be useful for applicants to know (e.g., certain times during the year that you process applications for authorization, sharing of applications or information about proposed programs with institutions or other stakeholders in your state for comment)?
The Commissioners actually meet with the applicants.
- j. Is your agency currently planning to amend its application process by the end of 2011?
- If yes, please provide a brief description of the anticipated change.
Applications are being amended to better clarify what documents illustrate compliance and show fee increases.
 - If yes, when does the agency expect the change to be fully implemented?
By the end of 2011.

7. Fees Associated with Authorization

- a. Is there an application fee to initiate the authorization process? If so, what is the fee or fee schedule? Please provide a web link if available.
An applicant seeking initial institutional licensure must submit the request by letter, with a completed application, the mandatory supporting documents, and required fee(s). Checks must be made payable to the DC Treasurer. The fee for a degree granting institutions is \$250.00; the fee for a non degree granting institutions is \$225.00.
- b. Are there any other costs associated with the state authorization process (e.g. site visits, hiring a reviewer, surety bond, tuition recovery fund, agent licensing, etc.)?
See the website.
- c. What are the costs, if any, to renew authorization?
See the website.
- d. What costs are associated with receiving a waiver or exemption to authorization?
See the website.

8. Interstate Reciprocity

- a. Do your state regulations explicitly allow or prohibit interstate reciprocal agreements about authorization? If so, please describe.
Not addressed.
- b. What is the process, if any, to obtain a reciprocal agreement with your state?
Not addressed.
- c. Are there any reciprocal agreements currently in place or under consideration? If so, please list those agreements.
None in place.
- d. If interstate reciprocal agreements are not addressed in your regulations, would your agency consider establishing such agreements? Please elaborate.
The Commission would be open for discussion.

9. Consumer Protection and Student Complaints

- a. Does your agency have a process for handling complaints about postsecondary institutions or programs?

Yes, please find link at:

<http://osse.dc.gov/service/file-complaint>

- o If yes, please describe the process or provide a web link to the material that describes the complaint process.

To file a complaint, use the Public Complaint Form and follow the procedures below.

http://www.osse.dc.gov/se/frames.asp?doc=/seo/lib/seo/elementary_and_secondary_education/may_2011/complaint_form_4_11.pdf

Download and print the form.

Fill out the appropriate information.

Sign and date the form at the bottom.

Mail or hand-deliver the form to:

Office of the State Superintendent of Education

Education Licensure Commission

810 First Street, NE

9th Floor

Washington, DC 20002

- If yes, does this complaint process extend to institutions not authorized by the agency that may enroll residents of the state (such as explicitly distance education programs with no physical presence or exempt institutions)?

No.

- If available, please provide a web link to the complaint form.
http://www.osse.dc.gov/se0/frames.asp?doc=/seo/lib/seo/elementary_and_secondary_education/may_2011/complaint_form_4_11.pdf

- Who is the contact person for receiving complaints? Please include name, title, address, phone, and email if available.

Office of the State Superintendent of Education
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- b. If your agency has no formal process for handling complaints related to postsecondary institutions, what state agency would handle a complaint?

Not applicable.

10. Enforcement

- a. If your agency finds that an institution or program is operating in your state without authorization, what is the resulting warning or enforcement action?
- b. Can an institution or program appeal a warning or enforcement action? If yes, please describe the process or provide web links to the regulations/policies.

No.

11. Legislative or Regulatory Changes

- a. Is your agency or state legislature planning to amend its regulations or alter its physical presence policy by the end of 2011?

Maybe...

- If yes, please provide a brief description of the anticipated change.
- If yes, when does the agency expect the change to be fully implemented?

- b. Is your agency or state legislature making changes in your state regulations or statutes so that institutions with locations in your state would be considered

legally authorized in accordance with the federal institutional eligibility regulations?

Maybe...

- If yes, please provide a brief description of the anticipated change.
 - If yes, when does the agency expect the change to be fully implemented?
- c. Is your agency or state legislature making any other changes in your state regulations or statutes with regard to state authorization?

No.

- If yes, please provide a brief description of the anticipated change.
- If yes, when does the agency expect the change to be fully implemented?

12. Is there anything else about the authorization process in your state that we and others ought to know about?

No.