WCET | State Authorization Network

SANsational
Innovative Solutions to State Authorization Challenges

2021 WINNER

UNIVERSITY OF SOUTH DAKOTA

Robust, minimal cost tools for
State Authorization and
Professional Licensure Compliance

Presented by
LaDonna Rodvold, State Authorization Specialist
Julie Barnett, Director, Continuing & Distance Education

SANsational

Innovative Solutions to State Authorization Challenges

ABOUT THIS AWARD

The **SANsational Award** recognizes outstanding efforts by State Authorization Network (SAN) member institutions and organizations in developing a high-quality, comprehensive solution to a challenging state authorization issue.

Works recognized present solutions that meet the needs of regulators, the institution and, most especially, students.

These efforts serve as models which can be adapted or replicated by others. Projects showcase good practice in state authorization work while encouraging others to strive for continued progress.

View more award winning projects online
WCETSAN.WICHE.EDU/RESOURCES/SANSATIONAL-AWARDS

WHY COMPLY?

- States maintain the authority to regulate out-of-state post-secondary institutions that offer or participate in activities located in their state.

- Institutions who participate in Title IV, HEA programs must comply certain provisions to operate, including holding appropriate state authorization and issuing important student consumer information, such as professional licensure disclosures.

- Consequences for noncompliance may vary, but could include fines, accreditation problems, lawsuits, cease and desist letters, barring licensure for regulated professions, and even the concern of bad publicity for the institution

More on How it Works

WCETSAN.WICHE.EDU/STATEAUTHORIZATION

UNIVERSITY OF
SOUTH DAKOTA

2021 SANsational Award Winner
for Compliance Innovations

Robust, Minimal Cost Tools for State Authorization and Professional Licensure Compliance

USD's Colleges and Schools

College of Arts & Sciences

School of Education
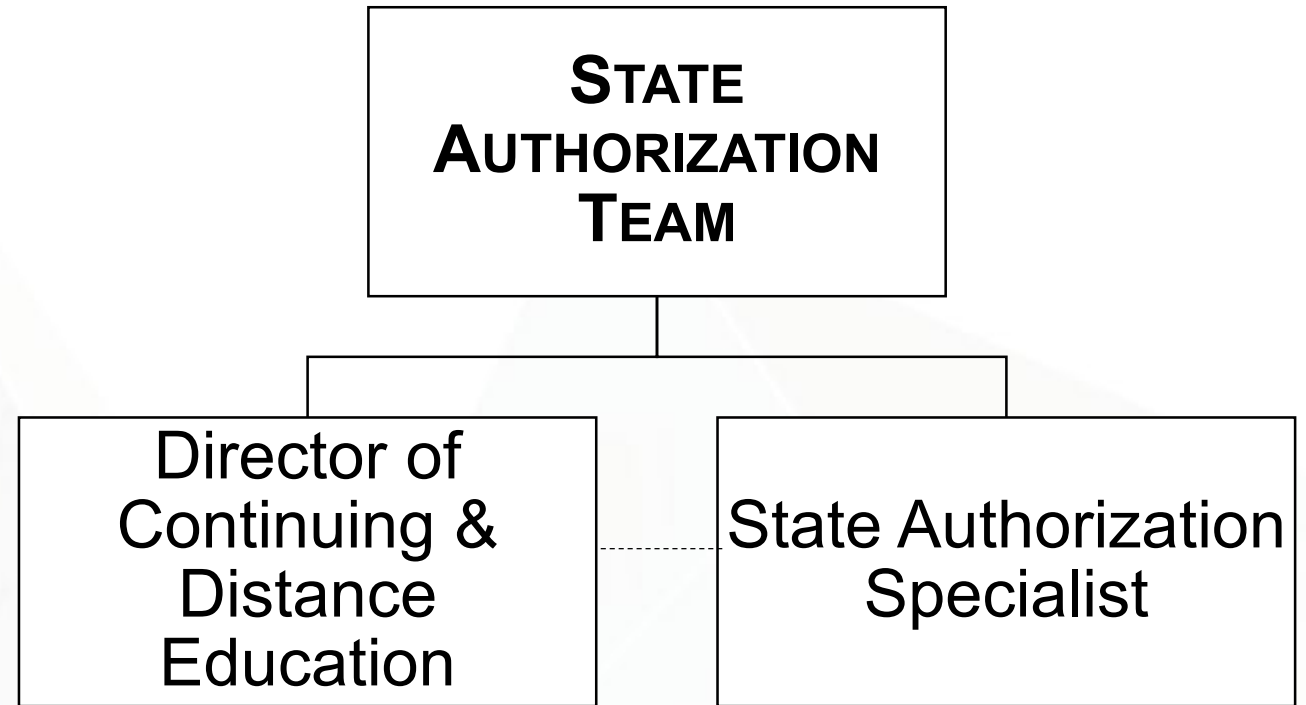
Knudson School of Law

Sanford School of Medicine

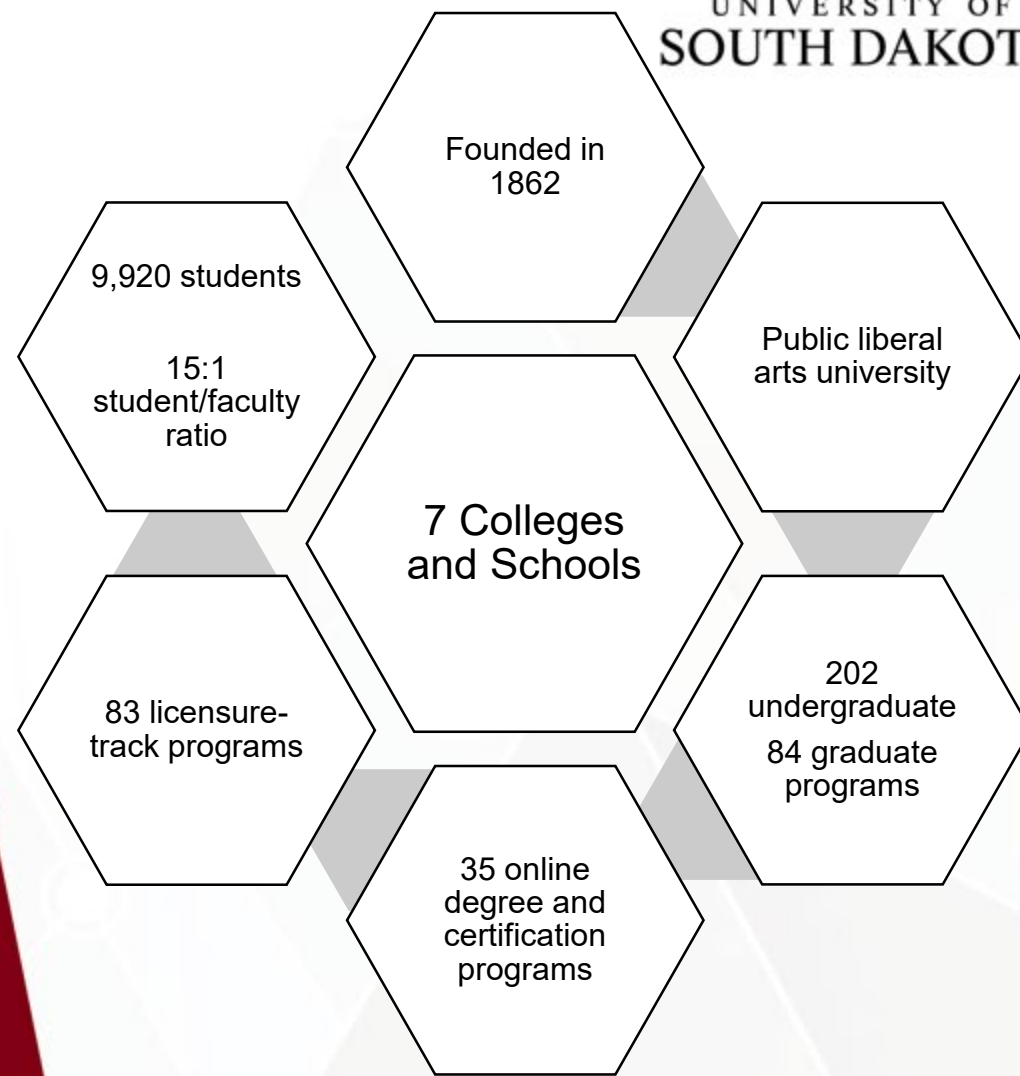School of Health Sciences

Beacom School of Business

College of Fine Arts

STATE AUTHORIZATION TEAM

Director of Continuing & Distance Education

State Authorization Specialist

UNIVERSITY OF SOUTH DAKOTA

UNIVERSITY OF SOUTH DAKOTA

Founded in 1862

9,920 students

15:1 student/faculty ratio

Public liberal arts university

7 Colleges and Schools

83 licensure-track programs

202 undergraduate
84 graduate programs

35 online degree and certification programs

Robust Minimal Cost Tools

USD's Values

"We strive to make a USD education affordable to every qualified student by operating efficiently and effectively with high quality standards to minimize financial barriers to a life-changing experience."

Seamlessly integrate with current data

Easy to learn and maintain

Useable across 7 colleges and schools

UNIVERSITY OF
SOUTH DAKOTA

The Software

Google Workspace for Education Fundamentals

- Free
- Google Docs, Sheets, Forms, Drive
- Access requires two-step verification

Adobe Pro for PDF

- Existing Subscription

DocuSign

- Existing Subscription

UNIVERSITY OF
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Development and Implementation

Collaborators

State Authorization Team

Curriculum Coordinator

Institutional Research IT Designer

Program Directors

Academic Deans

Department Personnel

IT Department

Provost Council

Deans' Council

| Outlined the needed information | Wrote the content and formulas | University-wide collaboration |

UNIVERSITY OF SOUTH DAKOTA

Communicating The Tools

USD's Colleges and Schools

College of Arts & Sciences

School of Education

Knudson School of Law

Sanford School of Medicine

School of Health Sciences

Beacom School of Business

College of Fine Arts

Meetings

Coyote One Stop

Google Sheets

UNIVERSITY OF
SOUTH DAKOTA

The Tool Box

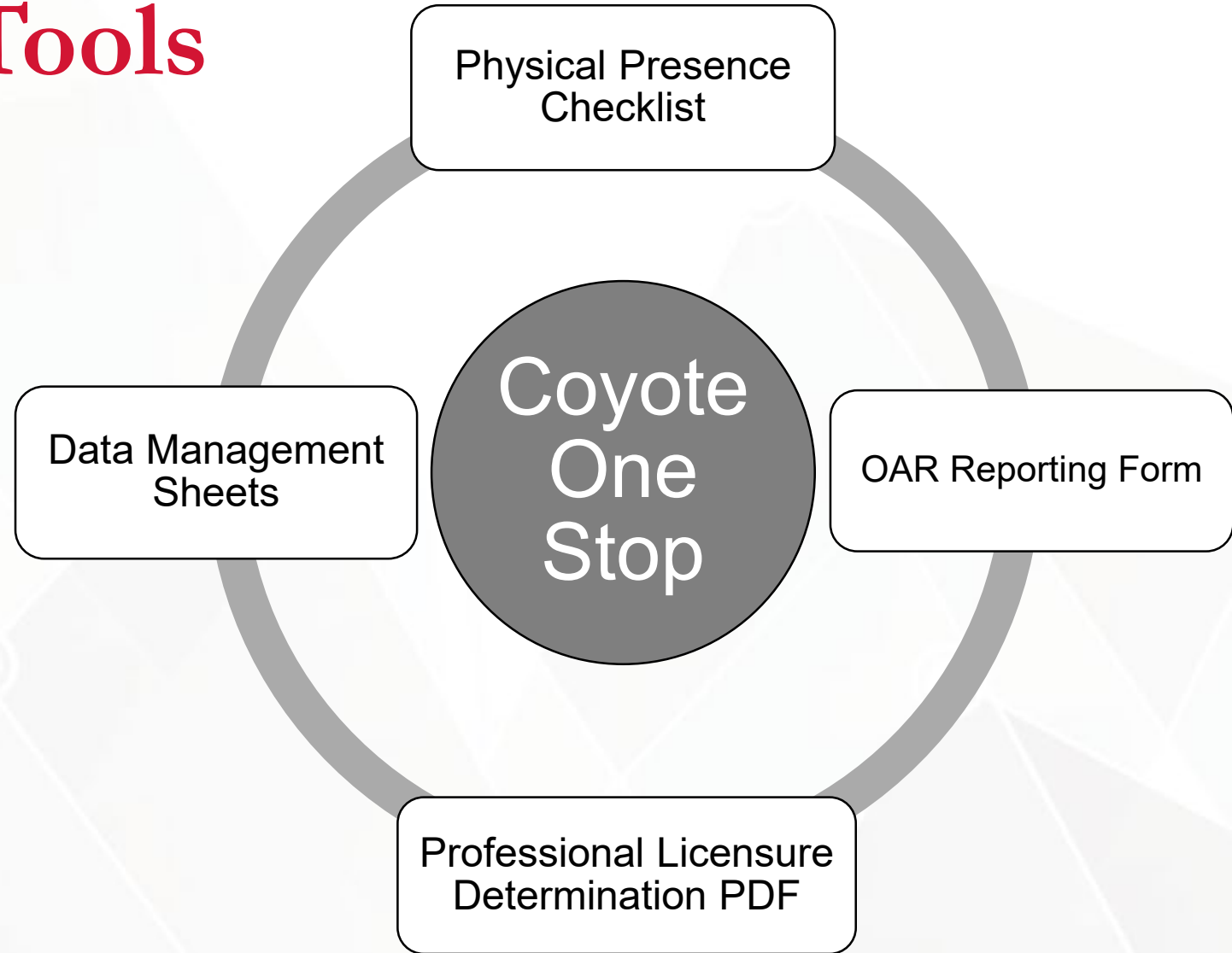Coyote One Stop

UNIVERSITY OF
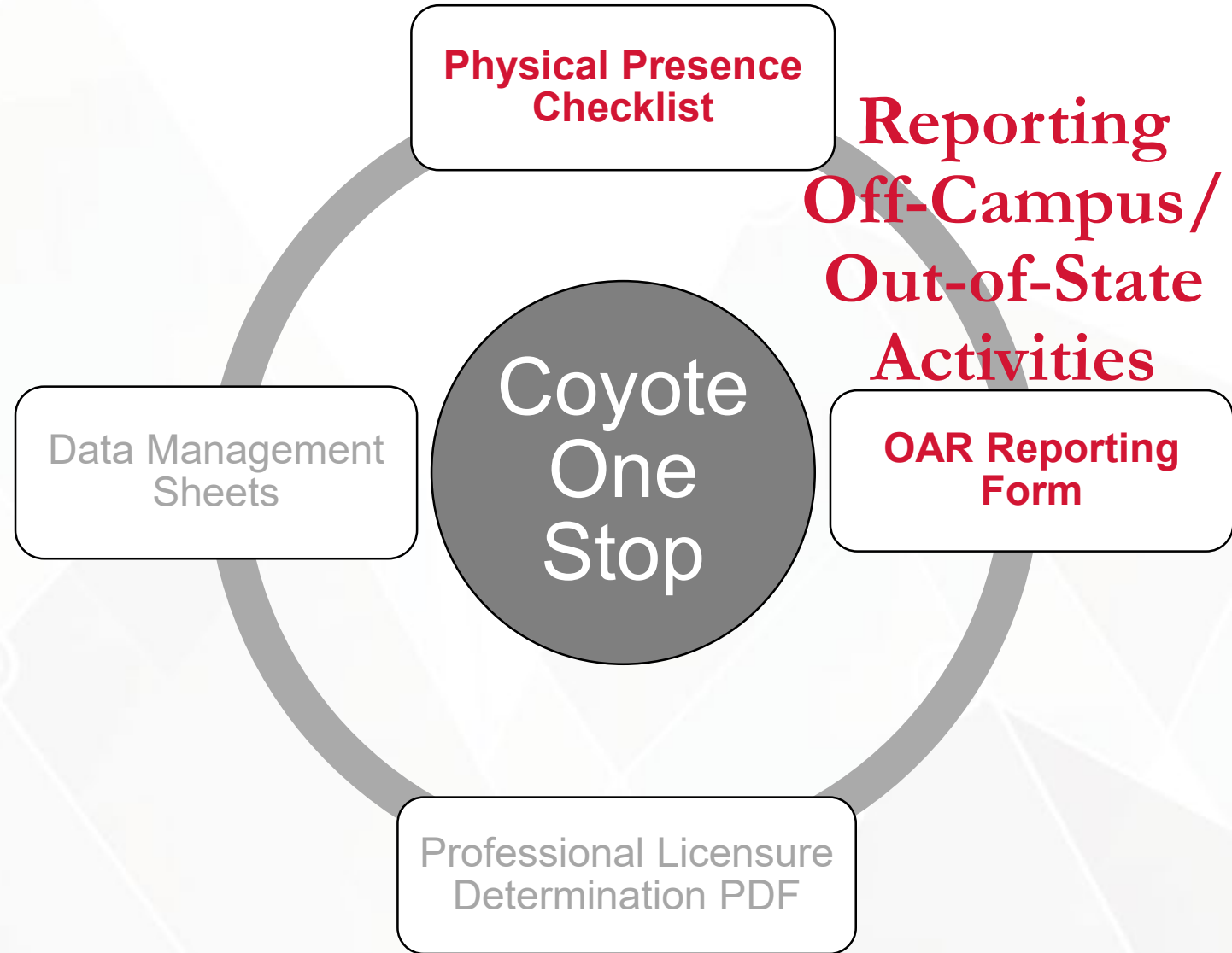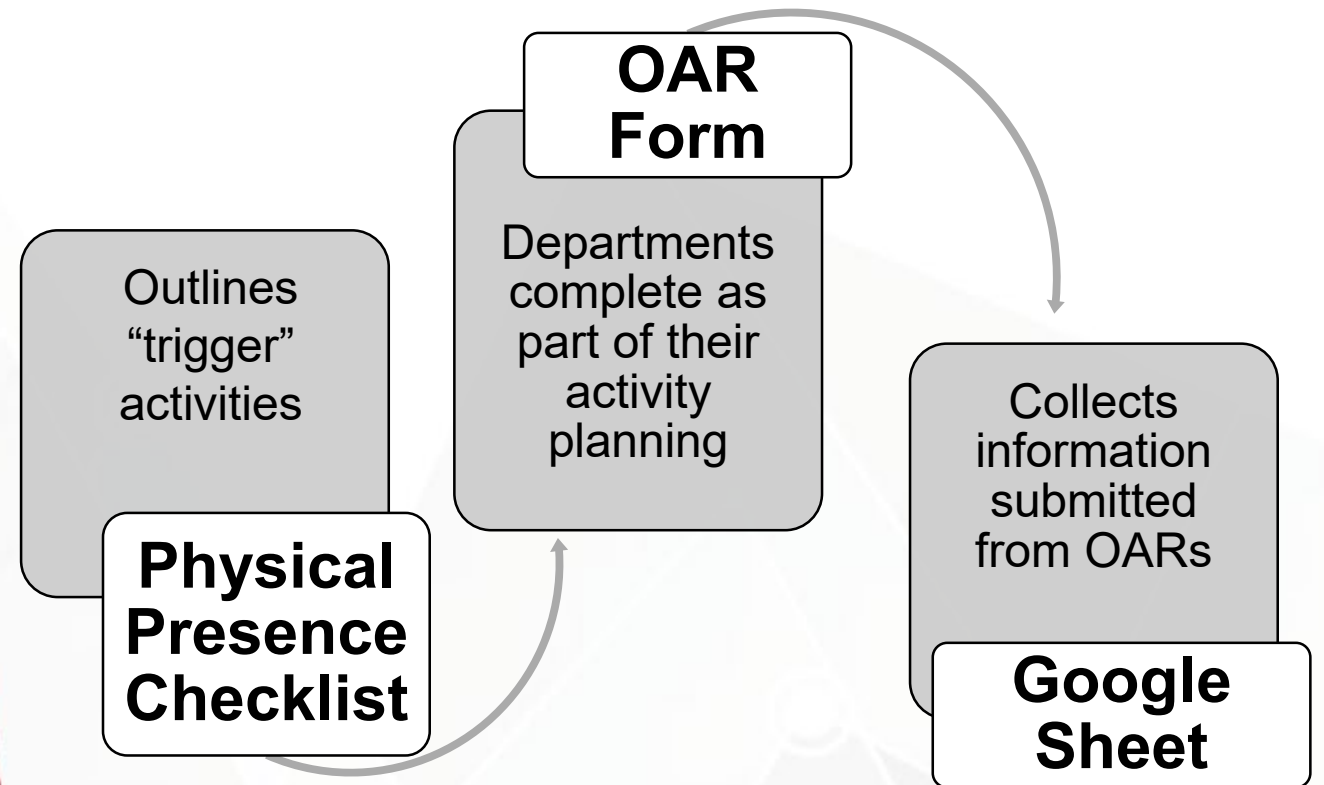SOUTH DAKOTA

The Tools

Physical Presence Checklist

Data Management Sheets

Coyote One Stop

OAR Reporting Form

Professional Licensure Determination PDF

UNIVERSITY OF
SOUTH DAKOTA

Reporting Off-Campus/Out-of-State Activities

- Timely information on activities requiring authorization

- Annual SARA OOSLP data reporting

Physical Presence Checklist

Outlines "trigger" activities

OAR Form

Departments complete as part of their activity planning

Google Sheet

Collects information submitted from OARs

UNIVERSITY OF
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Off-Campus/Out-of-State **A**ctivity **R**eport

Learning Placements
(OOSLPs)

Activity NOT
covered by SARA

Activity in a NON-SARA location

Physical Presence Checklist

If any of the following apply, please complete the short Out-of-State Activity Report OAR survey at http://link.usd.edu/OAR

LEARNING PLACEMENTS/OPPORTUNITIES FOR WHICH CREDIT IS AWARDED AND/OR A FEE IS CHARGED, AND TAKING PLACE ANYWHERE
(i.e., internship, externship, student teaching, clinical, rotation, practicum, full-scale residency program such as a summer session at a field station, archaeological dig, etc.) Field trips are to be reported in F and K below.

- [ ] **A.** Required for professional licensure/certification/endorsement AND the placement is EITHER within South Dakota or outside South Dakota.

- [ ] **B.** Required for degree completion for the student's major and offered for credit and/or offered for a fee AND the placement is outside South Dakota.

- [ ] **C.** Optional for degree completion for the student's major and offered for credit and/or offered for a fee AND the placement is outside South Dakota.

THE FOLLOWING TAKING PLACE ANYWHERE OUTSIDE SOUTH DAKOTA OR TAKING PLACE ON SOUTH DAKOTA TRIBAL JURISDICTION
(because these activities are NOT covered by SARA):

- [ ] **D.** Short course, seminar or institute that requires more than 20 classroom/contact hours in one six-month period.

- [ ] **E.** Students required to physically meet in a location for instructional purposes more than twice per full-term course for a total of more than six hours.

- [ ] **F.** Students participate in a multi-night trip (stay in the same city more than one night) for a class field trip, tour, conference, competition, service project or volunteer activity which either bears academic credit or is a requirement for a course or program. If the Gallagher Center (GC) is working with you on this activity, you do not need to report it; GC will do that. (Other trips are to be reported in item K.)

- [ ] **G.** Established physical location for students to receive synchronous or asynchronous instruction.

- [ ] **H.** Office space for instructional or non-instructional staff, an administrative office where USD staff or contractors enroll students or provide student support services from a physical site operated by or on behalf of USD, or a mailing address or phone exchange.

THE FOLLOWING TAKING PLACE ON ANY TRIBAL OR MILITARY* JURISDICTION, IN A US TERRITORY (EXCEPT DC, PR, OR VI) OR A FOREIGN COUNTRY

*excluding Veterans Administration (VA) facilities
(because these locations do NOT participate in SARA):

- [ ] **I.** Short course, seminar, or institute, or students physically meeting for instructional purposes other than those reported in D and E.

- [ ] **J.** Any full course or program not reported in A, B or C.

- [ ] **K.** Students participate in a one-day trip or a multi-night trip staying in a different city each night for a class field trip, tour, conference, competition, service project or volunteer activity which either bears academic credit or is a requirement for a course or program. (Other trips are to be reported in item F.)

- [ ] **L.** Proctored exam.

- [ ] **M.** Mentor, tutor, or preceptor working outside SD to aid students who are residents of this jurisdiction, territory or country on an individual basis.

- [ ] **N.** Employee living or working in this jurisdiction, territory or country while conducting an activity for which the employee is being paid by USD; i.e., teaching, supervising, advising, conducting research, etc. (unless taking place on tribal jurisdiction, do not report attending, participating in, or presenting at a professional meeting or conference).

- [ ] **O.** Employee or agent recruiting.

- [ ] **P.** Marketing/advertising.

- [ ] **Q.** Computer servers, IP address or other equipment housed at a physical location.

- [ ] **R.** Contract/agreement between USD and out-of-state institution/entity to provide services for students, e.g., library, gym, computer center, etc.

- [ ] **S.** Any other physical presence (i.e., physical location for students or office space for instructional or non-instructional staff).

Questions About Any Out-of-State Activities?

University of South Dakota
Division of Continuing and
Distance Education
cde@usd.edu | 605-658-6152

LaDonna Rodvold
State Authorization Coordinator
Division of Continuing and Distance Education
LaDonna.Rodvold@usd.edu | 605-880-0974

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General Provisions for Out-of-State Activities

11/5/19

UNIVERSITY OF
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Off-Campus/Out-of-State Activity Report

OAR Form

To comply with state and federal regulations, as well as SD BOR Policy 2:12, it is important that CDE be notified of any activity taking place outside South Dakota, as well as South Dakota learning placements or opportunities in licensure-track programs. Please complete this survey EACH TIME an activity is scheduled. Authorization must be secured and applicable notifications sent BEFORE the activity is allowed to take place.

Thank you for your time and consideration in completing this survey.

* Required

Contact Information

After you submit this survey, CDE will contact you if additional steps are necessary.

Person submitting this report *

Your answer

College/School *

Choose ▼

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Off-Campus/Out-of-State Activity Report

OAR Form

Type of activity *

To see all the types of activities to be reported, click here: https://tinyurl.com/Physical-Presence-Checklist

○ Learning placements/opportunities for which credit is awarded and/or a fee is charged (i.e., internship, externship, student teaching, clinical, rotation, practicum, full-scale residency program such as a summer session at a field station, archaeological dig, etc.) taking place EITHER WITHIN SOUTH DAKOTA OR OUTSIDE SOUTH DAKOTA. Field trips are to be reported in the "All other physical presence activity" category below.

○ All other physical presence activity taking place OUTSIDE SOUTH DAKOTA OR on tribal land IN SOUTH DAKOTA.

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Off-Campus/Out-of-State **A**ctivity **R**eport

Google Response Sheet

Instructions ▾ | ☰ Form Responses ▾ | Learning Placement ▾ | Other Physical Presence ▾ | A&S LP ▾ | A&S Other PP ▾

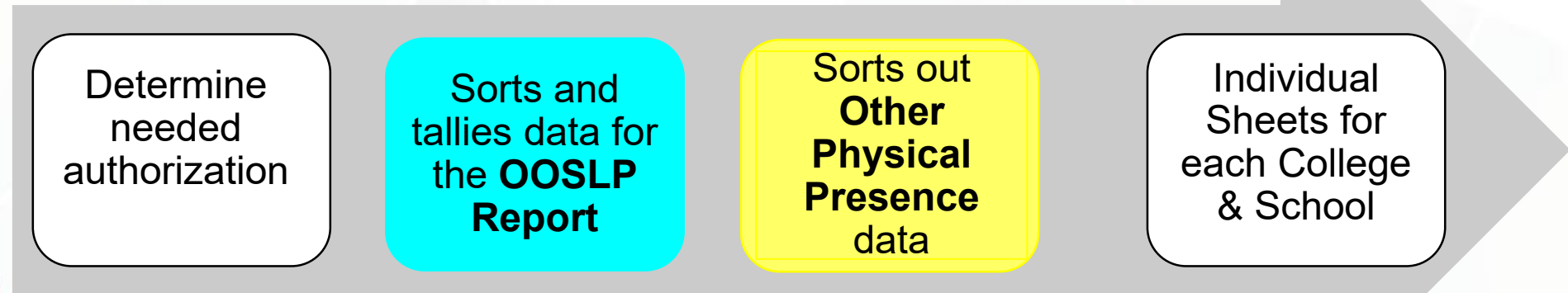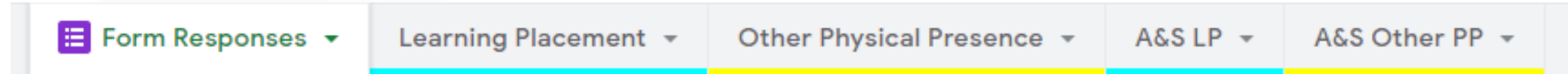|	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Notes	Timestamp	Person submitting	College/Sch	Department	Email	Phone	Type of activity	Other Acti	Other Acti	Other Acti	Other Acti	Other Acti	Other Acti	Other Acti
2		2/17/2021 16	Person One	Arts & Scien	Communication Scie	x.x@xxx	xxx-xxx-xxxx	Learning placements							
3		10/21/2020 1	Person Two	Arts & Scien	Communication Scie	x.x@xxx	xxx-xxx-xxxx	Learning placements							
4		8/31/2021 9:2	Person Three	Arts & Scien	Sustainability & Envi	x.x@xxx	xxx-xxx-xxxx	All other physical pre	F. Students	K. Students	To conduct	8/24/2021	State Name	None of ab	
5		8/31/2021 9:2	Person Four	Arts & Scien	Sustainability & Envi	x.x@xxx	xxx-xxx-xxxx	All other physical pre	F. Students	K. Students	wind erosic	8/24/2021	State Name	None of ab	
6															

P	Q	R	S	T	U	V	W
Select all that apply	Professional Licens	Name(s) of licensur	Program Title	Course Prefix	Calendar year	Start date of th	Number of stu
A. Required for profe	Yes	Name of License	Program 1	XXX 123	2021 (starting b	1/11/2021	1-10 students s
B. Required for degre	No		Program 2	XXXX 234	2021 (starting b	1/4/2021	1-10 students s

X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS
AL	AK	AS	AZ	AR	CA	CO	CT	DE	DC	FL	GA	GU	HI	ID	IL	IN	IA	KS	KY	LA	ME	MD	MA	MI	MN	MS	MO	MT	NE	NV	NH	NJ	NM	NY	NC	ND	NM	OH	OK	OR	PA	PR	RI	SC	SD	TN	TX
						1																		2			2																			15		
						1										2		1						1		2	4					1													21		

Off-Campus/Out-of-State Activity Report

Sheets Populated From OAR

Form Responses ▾	Learning Placement ▾	Other Physical Presence ▾	A&S LP ▾	A&S Other PP ▾

Determine needed authorization

Sorts and tallies data for the **OOSLP Report**

Sorts out **Other Physical Presence** data

Individual Sheets for each College & School

UNIVERSITY OF
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Professional Licensure Determination

- Standardize the determination process

Content experts enter information needed to make their determination

PDF Form

DocuSign

Electronically routed for approval by appropriate leadership

PDFs housed here

Access to Drive requires two-step verification

Google Drive & Sheets

UNIVERSITY OF
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PDF Form

Professional Licensure State Education Requirements

Please download this PDF and complete one per State per USD Program.

Save the download in this format: *Program StateAbbrev Year Month; e.g., Social Work BS IA 2020 Oct*

After completing this PDF, please email it to State Authorization Specialist LaDonna Rodvold at *LaDonna.Rodvold@usd.edu*. She will then provide you with a licensure disclosure statement for your review.

DocuSign will then be routed for final approval.

Submitter Information

Name	Email	Phone

USD Program Information

Department	Degree Path (select one)	Program is designed and/or advertised as leading to (select one)

Program name as printed in catalog

Program catalog (please enter specific URL link for this program)

Program Information

State Licensure Entity Information

State for which this determination is being made.	Licensure entity in this state (enter the entity name)

Entity contact person, title, email and phone

URL link to the entity's website	URL link to educational requirements for this state

Title the state uses for license/certificate/endorsement	Entity is a member of a reciprocity agreement or a regional/national compact (if no, enter No; If yes, enter the name of the agreement and/or compact)

State Licensure Entity Information

State Licensure Entity Requirements

Institutional and/or programmatic approval is required in this state (1) for online delivery to students living in this state, or (2) for graduates to apply for professional licensure/certification/endorsement in this State (if no, enter No; if yes, enter explanation and URL for this state's approval process information)	Include explanation, statute reference, and URL. If USD has the required approval, list it and the expiration date.

State Licensure Requirements
(additional questions on next pages)

Professional Licensure State Education Requirements

Page 5

Determination Made

Based on the research of this state's educational requirements for licensure/certification/endorsement, I have determined that this program

If you selected "DOES NOT MEET" explain briefly:

If you selected "Additional information is needed to make this determination" explain briefly:

Date of this determination:

Determination Made By the Program

If you have any questions, please call or email LaDonna Rodvold, State Authorization Specialist.
605-880-0974 • LaDonna.Rodvold@usd.edu
THANK YOU!

DocuSign Routing

Program name:

Determination made above:

Licensure disclosure statement:

Licensure Disclosure Statement

DocuSign Signatures

Data Management Sheets

To seamlessly collect and
compile compliance data:

- program information
- contact information
- communications
- licensure board info
- determinations
- disclosure details
- and much more

Master Sheet

- Complete List of USD Programs
- Individual College and School Sheets
- Data Dashboard

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Data Management Sheets

Master Sheet

	A	B	C	D	E	F	G	H	I	J
1	College/ School	Department	Program Contact	Leads to... Licensure, Certification, Endorsement, Pre or Post Licensure, Other, None	Licensure PDF Process	Additional Comments 1	Additional Comments 2	Additional Comments 3	Individual Disclosures	Who Sends Initial Program Disclosure Letter
2										
3	Health Sciences	Occupational Therapy	Person Five	Licensure	Notes here				Notes about the process for this program.	Person Six
4	Health Sciences	Medical Laboratory Science	Person Six	Certification	Notes here				Notes about the process for this program.	Person Seven

	K	L	M	N	O	P	Q	R	S
	Location Code	Path	Program Name from "Full list of Degrees"	Program (Name in Dashboard)	USD Program Website (URL in Dashboard)				
				Distance Education					
	O, V	Doctoral Degree	Occupational Therapy (O.T.D.)-UOTD.OT	Occupational Therapy (O.T.D.)	http://catalog.usd.edu/preview_program.php?catoid=31&poid=5950&returnt				
	V	Bachelor Degree	Medical Laboratory Science (B.S.)-UBS.MLS	Medical Laboratory Science (B.S.)	http://catalog.usd.edu/preview_program.php?catoid=32&poid=6023				

Data Management Sheets

Master Sheet

	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF
	Alabama	Alabama Status	Alabama Disclosure Statement	Alabama Lic Bd Website	Alabama Additional Disclosure Website	Alabama--Program/LP Approval Required	Alabama--Faculty Lic in State Required	Alabama Documentation	Alabama Review Date	Alabama Licensing Agency	Alabama Blank 2	Alabama Blank 3	Alabama Blank 4
		Permitted to offer	USD is permitted to		https://www.nc-sara.org/dire								
	12/29/20	Curriculum meets this State's educational requiremen	As of October 30, 2020, USD's Occupational Therapy	http://ot.alabama.gov/		Progam--Yes; USD approved via accreditation. LP--No	Yes	https://drive.google.com/file/d/1tA3ECia5rF04lHvr1uNQtP2DijOrxrRK/view?u	8/30/21	Alabama State Board of Occupational Therapy			
	8/9/21	This State does not require licensure/certification	As of July 15, 2021, State licensure or certification is not required to	https://www.ascp.org/content/board-of-certification/get-credentialed		NA	NA	https://drive.google.com/file/d/1vKudtDIm5hGGR9HIXksC5Yy6carhxiW3/vie	5/15/22	NA			

	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS
	South Dakota	South Dakota Status	South Dakota Disclosure Statement	South Dakota Lic Bd Website	South Dakota Additional Disclosure Website	South Dakota--Program/LP Approval Required	South Dakota--Faculty Lic in State Required	South Dakota Documentation	South Dakota Review Date	South Dakota Licensing Agency	South Dakota Blank 2	South Dakota Blank 3	South Dakota Blank 4
		Permitted to offer	USD's home state is South		https://sdsos.gov/general-info								
	11/12/20	Curriculum meets this State's educational requiremen	As of October 22, 2020, USD's Nursing (B.S.N.) and Nursing (B.S.N.):	https://doh.sd.gov/boards/nursing/		Program--Yes; USD approved by SD BON. LP--No.	Yes.	https://drive.google.com/file/d/1Dxm45pQiDtVNpW-ij4Giak8dZAFw	8/22/21	South Dakota Board of Nursing			
	11/20/20	Curriculum meets this State's educational requiremen	As of October 22, 2020, USD's Occupational Therapy (O.T.D.) curriculum	http://www.sdbmoe.gov/		Progam--Yes, USD recognized by SD via accreditation;	Yes;USD faculty verify SD licensure.	https://drive.google.com/file/d/1JkXNP4tJ4FDtflcUG47rYiu0RS1hrxvh	8/22/21	South Dakota Board of Medical and Osteopathic Examiners			

Data Management Sheets

List of USD Programs

A	B	C	D	E	F	G	H	I
Delivery	Degree	CIP Code	Effective Date	Program Name in Catalog	Program Code	Disclosure (PL or SA)	Licensure-Track (Yes/No)	Name in Licensure Dashboard

J	K	L
	Columns K and L feed from: *https://docs.google.com/spreadsheets/d*	
Major Department	**2021-22 Contact Person**	**2021-22 Comments**

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Data Management Sheets

Individual College/School Sheets

Tabs: Instructions | HS--OAR Learning Placements | HS--OAR Other Physical Presence | HS-Master Sheet | Med Lab Sci | OT

A1 | =transpose(importrange("https://docs.google.com/spreadsheets/d/1U_8VtuRJOPaVSHa_$

	A	B	C
1	College/School		Health Sciences
2	Department		Medical Laboratory Science
3	Program Contact		
4	Leads to...		Certification
5	Path		Bachelor Degree
6	Program (Name in Dashboard)	Distance Education Authorization (Overall)	Medical Laboratory Science (B.S.)
7	USD Program Website (URL in Dashboard)		http://catalog.usd.edu/preview_program.php?catoid=32&poid=6023
8	Alabama Status	Permitted to offer distance education.	This State does not require licensure/certification for this profession.
9	Alabama Disclosure Statement	USD is permitted to operate under the terms of SARA policies and standards in offering online courses/degree programs to Alabama residents, as well as field experiences in Alabama.	As of July 15, 2021, State licensure or certification is not required to work as a Medical Laboratory Scientist in Alabama. USD's Bachelor of Science in Medical Laboratory Science prepares graduates to take the American Society for Clinical Pathology Board of Certification (ASCP-BOC) exam.
10	Alabama Lic Bd Website		https://www.ascp.org/content/board-of-certification/get-credentialed
11	Alabama Additional Disclosure Website	https://www.nc-sara.org/directory	
12	Alabama--Program/LP Approval Required		
13	Alabama--Faculty Lic in State Required		
14	Alabama Documentation		https://drive.google.com/file/d/1vKudtDIm5hGGR9HIXksC5Yy6carhxiW3/view?usp=sharing
15	Alabama Review Date		5/15/22

UNIVERSITY OF SOUTH DAKOTA

Data Management Sheets

Data Dashboard

Robust, Minimal Cost Tools

Physical Presence Checklist

Data Management Sheets

Coyote One Stop

OAR Reporting Form

Professional Licensure Determination PDF

UNIVERSITY OF SOUTH DAKOTA

Contact Us

UNIVERSITY OF
SOUTH DAKOTA

LaDonna.Rodvold@usd.edu
State Authorization Specialist
(605) 880-0974

Julie.Barnett@usd.edu
Director of Continuing and
Distance Education
(605) 658-6147

WCET | State Authorization Network

SANsational
Innovative Solutions to State Authorization Challenges

CONGRATUATIONS
UNIVERSITY OF
SOUTH DAKOTA!

Thank You For Listening !

wcetsan.wiche.edu/resources/sansational-awards