

## Professional Licensure Disclosure

### Student Acknowledgement and Update Form

Federal Regulation 34 CFR 668.43(a)(5)(v) requires colleges to make readily available to prospective and enrolled students' information about whether their programs leading to professional licensure or certification meet educational requirements in their state. With the new federal regulations, institutions may only enroll students in programs that do not meet state licensure requirements in rare circumstances — and only when the institution obtains written acknowledgment from the student confirming they understand the program does not meet licensure requirements in their home state or territory.

**Students enrolled in a program that prepares them for professional licensure in Ohio, but who have an address outside of Ohio, must select one of the following options to remove the registration hold on their account:**

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#### Option 1: Student Acknowledgment Statement

I acknowledge that I am currently enrolled in a program of study at Columbus State Community College that is designed to meet the professional licensure or certification requirements for the State of Ohio.

My current address on file is outside the State of Ohio. I understand that this program may **not** meet the licensure or certification requirements in my home state or territory.

By signing below, I confirm that I have been informed of this and that I accept responsibility for verifying licensure requirements in my state or territory. I understand that Columbus State Community College cannot guarantee that this program will meet licensure requirements outside of Ohio.

Name: \_\_\_\_\_ Cougar ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### Option 2: Address or Program of Study Update

I am updating my program of study or my address on file to resolve the professional licensure issues.

Full mailing address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_  
-or-

Program of Study: \_\_\_\_\_

*(More information on the eligibility of online courses and programs is available here:*  
<https://www.csc.edu/academics/online-learning/out-of-state-online-students.shtml>*)*

Name: \_\_\_\_\_ Cougar ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Once you've completed and signed the form, email it to [registrar@csc.edu](mailto:registrar@csc.edu) from your CSCC student email. Please allow **2–3 business days** for processing. The hold will be lifted once your form is reviewed, and a confirmation will be sent.

If you have any questions, feel free to contact us at [registrar@csc.edu](mailto:registrar@csc.edu).

Curriculum Management / Registrar

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