**Direct Disclosures –** *Email Templates*

These templates were drafted to illustrate potential ways an institution might provide direct disclosures regarding professional licensure programs pursuant to Section 5.2 of the SARA Manual and 610 CMR 12.03(2). Using these templates does not fully guarantee compliance with either SARA requirements or federal regulations, nor do these templates constitute legal advice. These templates are provided as an educational resource only and may help an institution begin to determine how it might comply with the professional licensure disclosure requirements.

**Direct Disclosures -** *When a program* ***does not meet*** *a student’s home state’s requirements*

Dear Prospective Student,

Institution regrets to inform you that our program **does not meet** your state’s requirements for professional licensure in this field. You may still enroll in this program, but you should be aware that it does not satisfy your state’s professional licensure standards. If you have any questions, please contact the institution’s professional licensure contact for this program and this field of licensure.

Sincerely,

Institution

**Direct Disclosures -** *When an institution* ***has not made a determination*** *whether a program meets a student’s home state’s requirements*

Dear Prospective Student or Enrolled SARA Student,

Please note, Institution **has not determined** whether our program meets your state’s requirements for professional licensure in this field. *Before enrolling*, you should contact the professional licensure agency in your state that oversees this field to determine whether this program will satisfy your state’s requirements for professional licensure.

Your state’s professional licensure agency for this field is:

agency name

agency address

agency phone number

agency email address

agency website

If you have any questions, please contact the institution’s professional licensure contact for this program and this field of licensure.

Sincerely,
Institution