SARA Quick Start Guide

How to Work with Students in California

What is the best way for a SARA institution to work with students in California?

What does the *SARA Policy Manual* Say?

SARA addresses state authorization reciprocity among member states (see the *SARA Policy Manual* Section 2. States and Membership). A state must be a member of SARA in order for institutions to participate in SARA. Students in that state will be able to access distance education from SARA-participating institutions in other SARA member states, and institutions will also be able to gain the benefits of SARA participation.

California is not a member of SARA. Therefore, students in California who would like to attend a SARA-participating institution in another state are not considered to be "covered" by SARA, and SARA-participating institutions will need to register in California to enroll students located in California.

Furthermore, California institutions are not eligible to participate in SARA and therefore must comply with applicable state laws in which they would like to enroll students.

Additional Information about California

- California uses the term "registration" to indicate the state's approval for an out-of-state institution to offer education to students in California.
- California has different requirements for different institutional sectors. Public and non-profit institutions are generally allowed to enroll Californians without needing to register. For-profit institutions need to be registered in the state of California to be able to offer education to students in California.

What does my institution need to do to provide distance education to students located in California?

- ❑ The institution will need to assess whether or not it meets physical presence standards of California. An institution that meets physical presence standards in California would be an institution with a California-based campus location; these schools would need to be "approved." By contrast, out-of-state schools need to be "registered" (if required; see above) to offer education to California students, but there is no physical presence requirement in these cases.
  - o Go to the Bureau for Private Postsecondary Education Statues and Regulations website and determine whether or not the institution meets the requirements for registration in California.

About SARA Quick Starts: When institutions participate in SARA, they agree to a set of compliance requirements as detailed in the *SARA Policy Manual*. SARA Quick Starts are intended to help institution personnel understand a particular requirement to help them maintain compliance, communicate with colleagues regarding SARA requirements, and explain the requirement to students and other stakeholders. Institutions should always check for any state-specific requirements with their SARA State Portal Entity.

- Go to the [Bureau for Private Postsecondary Education Schools website](#) to access the application for registration in California. See "Registration or Re-registration of Out of State Institutions."
- ❏ If the institution has programs leading to professional licensure, and is approved to offer education to students in California, check with each of the professional licensure boards regarding requirements. See NC-SARA's [State Authorization Guide](#) for additional resources.
  - Note: Most licensing bodies in California fall within the [Department of Consumer Affairs](#).
- ❏ Institutions determining not to offer distance education to students in California are encouraged to put a notice on their website to this effect so that prospective students in California have clear information about their ability to enroll.
- ❏ Institutions should regularly track all of their students' locations in the event that a student resides in California while receiving education from the institution.

Still Have Questions?

1. Contact California's [Bureau for Private Postsecondary Education](#) (BPPE).
2. SARA State Portal Entities have the responsibility and authority to hold institutions in compliance with SARA policy. This information is intended to be general guidance for institutions; institutions should be in regular contact with their [SARA State Portal Entity](#) for specific requirements, directions, and guidance.
3. Feel free to email NC-SARA: info@nc-sara.org

Resources:

- *SARA Policy Manual,* Section 2. States and Membership

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