

**ELIZABETH CITY STATE UNIVERSITY**  
**National Council for State Authorization Reciprocity Agreements Policy**

**Preamble**

Elizabeth City State University is fully committed to complying with all requirements issued by states and U.S. territories regarding the operation of higher education institutions within their boundaries, a concept commonly referred to as “state authorization.” This ensures students can sit for licensure upon completion of their academic programs and protects our academic programs, faculty, and students. All units engaging in trigger activities as defined below must follow the requirements outlined in this policy.

In **non-NC-SARA member states**, the university is required to obtain approval from each state prior to conducting trigger activities, pursuant to state law or regulation. The university is also required to submit annual renewal applications for those trigger activities the university has identified and determines should continue, including new trigger activities, in non-NC-SARA member states.

**Organization for NC – SARA of Elizabeth City State University**

To educate the campus about regulations related to conducting university activities outside North Carolina and assist the State Authorization Committee in prioritizing necessary authorization requests and seek approvals for trigger activities.

**Policy Details**

I. Reporting and Renewal

- a. Elizabeth City State University is an institutional participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA), allowing the university to conduct **trigger activities** in other **NC- SARA member states**. Participation in NC-SARA requires annual reporting.
- b. Additionally, the university must annually report data on student experiential learning placements in all states to maintain the NC-SARA membership.
- c. The **State Authorization** committee is charged with fulfilling reporting and application requirements and oversees the State Authorization liaison.
- d. To fulfill these requirements, the State Authorization committee relies upon **units** to collect, analyze, and share with the State Authorization Team data and programmatic information about trigger activities.

## II. Professional Licensing Board Approval

Regardless of NC-SARA membership, units may be required to receive approval from professional licensing boards in each U.S. territory or states other than North Carolina for **degree programs** leading to licensure or certification. Units are responsible for seeking any required professional licensing board approvals in NC-SARA member states and non-NC-SARA member states, supplying the approval letters to the State Authorization Team upon receipt.