

Reporting Out-of-State Learning Placements



NC-SARA requires its member institutions to submit a annual report of students participating in an out-of-state learning placement (OOSLP). Because information about MTSU students' OOSLP activity is not housed in an existing information system, we need your help to ensure we accurately report the data for placements that occurred in the previous calendar year. This document provides more information about NC-SARA and OOSLPs and explains the process for reporting data for your program.

What is NC-SARA?

The National Council for State Authorization Reciprocity Agreements (NC-SARA) oversees distance education and facilitates authorization of distance programs in 49 U.S. states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. Please refer to the SARA [Policy Manual](#) and [Data Reporting Handbook](#) for more information).

Why is MTSU an NC-SARA Member?

MTSU is legally obligated to obtain permission from each state where its students engage in learning. NC-SARA facilitates this authorization on behalf of its member institutions, thereby eliminating the need for MTSU to seek approval from states individually.

What is an OOSLP?

An OOSLP occurs when an MTSU student participates in an in-person experiential learning activity in a U.S. state, territory, or district other than Tennessee. These activities include, but are not limited to, clinical rotations, student teaching, practicums, cooperative experiences, and internships.

How Do I Report OOSLPs for Students in My Department?

To report OOSLPs, download the [OOSLP Reporting Form](#), then follow the instructions to enter the data for your program. Please return completed forms via email to Layne.Bryant@mtsu.edu by March 31, 2024.

Which OOSLPs Must MTSU Report?

MTSU must submit all OOSLPs that occur in-person, regardless of the delivery method of the student's program. However, NC-SARA does not currently require institutions to share students enrolled in virtual placements. Reportable OOSLPs meet one or more of the following criteria:

- the placement is an activity required for the student's degree completion,
- the placement is an activity required for professional licensure,
- the placement is offered for credit, or
- the placement is offered for a fee.

What Data Do We Need to Report?

The following information should be provided for every student with an OOSLP between January 1, 2023 and December 31, 2023:

- Student M number
- Course prefix/number requiring the placement
- Name of the sponsoring organization or entity
- Type of learning placement*
- State or territory where placement occurred*
- Student degree program*
- Semester when the placement occurred*

*This data will be selected from a drop-down list