



Hennepin Technical College™

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## **Chapter 3: Educational Policies**

### **Determination of Student Location and Residency**

**Procedure**  
**3HTC.23.1**  
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#### **PROCEDURE**

This procedure defines the steps and actions for disclosing the required NC-SARA/USDE information to students upon signing up for one of the following programs as required by the State.

Practical Nursing  
Plumbing Technician  
Nursing Assistant  
Medical Assistant  
Law Enforcement  
HVAC  
Fire Protection  
EMS  
Dental Assistant  
Culinary Arts  
Child Development

The scope of this process encompasses the efforts of identifying the students who have selected one of the programs above as the program of interest they wish to pursue and the initial notifications sent to them fulfilling the requirement to disclose information regarding our programs preparing them for professional licensure in MN and directing them to further resources/licensing boards.

1. Student fills out the RFI (Interest Form) on the HTC website.
2. Data is automatically input into Customer Relationship Management (CRM) on the student prospect card where prospective student information is housed in CRM.
3. Automation within CRM under email templates specific to each program searches for matches to the programs under NC-SARA
4. A) If the program does not match the any of the programs under NC-SARA requirements, no action is taken.  
B) If the program does match the any of the programs under NC-SARA requirements, proceed to next step.
5. The email specific to the program matched to the student's input, is triggered and sent to the email address provided by the student on the form.

Disclosure email is sent to the student with information tailored to the program they selected.