

Out-of-State Learning Placement Reporting Guide

Out-of-State Learning Placements (abbreviated as OOSLPs) are defined by our State Authorization Reciprocity Agreement (SARA) as experiential learning placements such as, but not limited to, clinical rotations, internships or student teaching offered by SARA-participating Institutions in locations outside their Home State ([SARA Manual v. 21.1](#)).

How does your program determine if it have an OOSLP?

Answer the following questions:

- Does your program offer one or more learning placements such as **clinical rotations, practica, field research opportunities, internships, or student teaching programs**?
- Can one or more of these learning programs be **completed for credit**? Is one or more of these learning placements listed as a **required or optional part of your degree program**?
- Can one or more of these learning placements be **completed out-of-state***?

If your program answered "YES" to each of the three questions above, your program has an OOSLP!

* State Authorization is focused on national compliance efforts. If your learning placement takes place outside of the United States and its territories, it does not need to be reported to our office.

Why does having an OOSLP matter?

When the University of Southern Miss (USM) offers an educational activity across state lines, we are legally obligated to secure authorization from the state in which the activity takes place. Our membership in SARA secures that authorization, allowing USM to offer educational activities to students in other SARA member states. In order to maintain compliance with SARA, we are required to report data about our distance education offerings, including OOSLPs, back to the National Council for SARA (NC-SARA).

The Office of Compliance and Ethics is responsible for reporting data back to NC-SARA, but we need help from your program to make sure the information we report is accurate and up-to-date!

We are asking each program to collect OOSLP data and submit it directly to our office so we can submit a complete institutional report to NC-SARA. We request that this data be submitted semesterly.

What OOSLP data should your program collect?

The requested information is listed below:

1. Semester
2. Instructor name & ID
3. Student name, ID & CIP
4. Course
5. State/Territory
6. Placement Location

Where should your program report OOSLP data?

Please complete the submission form found on the [Out of State Learning Placement Reporting](#) webpage and send it to our Compliance Coordinator Brian McGhee at brian.mcghee@usm.edu.

We suggest that each academic program select an individual to submit a single submission containing OOSLPs for the entire department. However, it is also acceptable for each instructor to submit their placements individually.

To the programs who submit OOSLP data, thank you!

By submitting this data and completing this the OOSLP Data Report, you are helping the University of Southern Miss remain in compliance with SARA, enabling USM to continue to offer and expand educational offerings to students — in and outside the state of Mississippi!