

The Department of Education (the Department) requests extension of this information collection regarding Institutional Eligibility regulations in §600.9 – State Authorization. These regulations were a result of negotiated rulemaking in early 2019 and the requirements to these regulations have not changed.

The regulations in §[600.9\(c\)\(2\)\(i\)](#) require an institution to determine in which State a student is located while enrolled in a distance education or correspondence course when the institution participates in a State authorization reciprocity agreement under which it is covered in accordance with the institution’s policies and procedures. The updates to the policies and procedures are not reported to the Department nor is there a specified format for such information.

The regulations in §[600.9\(c\)\(2\)\(ii\)](#) require an institution, upon request from the Secretary, provide the written documentation of its determination of a student’s location, including the basis for such determination. There is no specific form or format for the institutions to provide this information to the Department upon request. It is anticipated that an institution would provide the pertinent portions of the policy and procedures manual to respond to such a request from the Department, but it may provide the requested information in another method.

For the regulations in §600.9(c)(2)(i), we estimate that, on average, an institutions will need 30 minutes to update its policies and procedures manual to ensure consistent location determinations for distance education and correspondence course students.

Affected entity	# of Respondents	# of Responses	Hrs/Response
<u>Total Burden</u>			
Private Institutions	1,676	1,676	X .5 hours 838 hours

For the regulations in §600.9(c)(2)(ii), we estimate that, on average, an institutions will need 30 minutes to provide the Secretary, upon request, with written documentation from its policies and procedures manual of its method of determination of a student’s location, including the basis for such determination. We estimate that no more than five percent of institutions will be required to provide written documentation to the Secretary regarding the basis for the institutions’ determination of a State location.

Affected entity	# of Respondents	# of Responses	Hrs/Response
<u>Total Burden</u>			
Private Institutions	1,676 x5%	84	X .5 hours 42 hours

*The universe of respondents count is not summed to avoid a duplicate count of respondents.

TOTALS

Respondents	1,676
Responses	1,760
Burden Hours	880