

Professional Licensure Information Policy & Disclosures

If you are considering enrolling in an online program that leads to a professional license/certification, we highly recommend that you contact the appropriate state licensing agency or board in your state or the state where you intend to work/intern to seek the most up-to-date information about state licensure requirements before beginning the program.

Laurel is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA) which allows us to provide distance learning programs (both online and in the form of supervised field experiences) and coursework to residents of states other than Pennsylvania, West Virginia and South Carolina. NC-SARA membership, however, does not grant reciprocity or exempt us from state professional licensing requirements. As a result, licensing and/or certification requirements in Pennsylvania, West Virginia and South Carolina may not be recognized as sufficient to obtain a license in other states.

Laurel makes every effort to ensure information about educational requirements for stated licensure is current; however, licensure regulations are frequently revised. Separate from educational requirements, state licensure boards may require applicants to complete professional examinations, background checks, years of professional experience, etc.

Citizenship/authorized alien/immigrant status is now a prerequisite for a professional license by an agency of a State or local government under Title 8, US Code Section 1621.

Reason for Policy: This policy is required to assure compliance with the U.S. Code of Federal Regulations, 34 CFR § 668.43 as amended, particularly paragraph (c), Institutional Information – Individual Disclosures for all programs leading to professional licensure or certification to prospective students if the institution makes a determination that the program does not meet State educational requirements or the institution has not made a determination where the student is located before enrolling in the program (before a financial transaction occurs.) The institution must provide an individual disclosure to enrolled students if the institution determines that the curriculum no longer meets educational requirements where the student is located; the disclosure must occur within 14 days of the institution making that determination.

Further, the federal regulations require that each institution has a policy that defines student location for purposes of complying with the disclosure requirements.

Laurel's campuses, branch campuses, and satellites offer several programs leading to professional licensure within the Commonwealth of Pennsylvania, or State of West Virginia. States vary in what professions they require to be licensed and how licensure functions. Some states require an individual to graduate from an approved program. Others require an individual to "meet [the] certification requirements of a national organization". A specific amount of training can also be required as well as passage of an exam based on a state requisite exam score. Often, licensed professionals must complete continuing education on an annual basis.

PROGRAMS

Accounting & Business Administration – DISTANCE EDUCATION THROUGH UNIONTOWN

Neither Pennsylvania nor West Virginia have licensure requirements for this field.

Eligibility Not Determined or No License Required:

All states unless listed above, the District of Columbia and the U.S. Territories

Clinical Medical Assistant – DISTANCE EDUCATION THROUGH UNIONTOWN

Neither Pennsylvania nor West Virginia have licensure requirements for this field.

Eligibility Not Determined or No License Required:

All states unless listed above, the District of Columbia and the U.S. Territories

Cloud Computing Technology – DISTANCE EDUCATION THROUGH MORGANTOWN

Neither Pennsylvania nor West Virginia have licensure requirements for this field.

Eligibility Not Determined or No License Required:

All states unless listed above, the District of Columbia and the U.S. Territories

Cosmetology – Available at all Locations

Meets Requirements:

Pennsylvania (PA), - **Uniontown Location Program:** The Pennsylvania State Board of Cosmetology requires students to successfully complete 1,250 hours of instruction in order to sit for the Cosmetologist exam, 500 hours to sit for the Cosmetology Teacher exam along with a current Cosmetologist license or Limited Practice license in the corresponding limited practice field, 300 hours in order to sit for the Esthetician exam, and 200 hours in order to sit for the Nail Technician exam. A student must complete the minimum number of hours required for state licensure as listed above AND successfully complete his or her program in order to receive a diploma, receive an official transcript, and be permitted to test for the State Board licensing.

To transfer your Pennsylvania license to West Virginia, you must contact the home state's Board of Cosmetology that issued your original license and

request that proof of Board certification be mailed to the West Virginia Board. This form must be sent directly between the state boards.

If your license is from an NIC state, your application may be processed more quickly. NIC states include AL, AZ, AR, DE, GA, ID, ME, MO, NH, NC, NV, OH, PA, SC, SD, UT, and WY. Please note that there is no reciprocity or license transfer option available for nail technicians and manicurists.

For further information:

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/Cosmetology-Guide.aspx>

West Virginia (WV), - Morgantown Location Program:

The West Virginia State Board of Barbers and Cosmetologists requires students to successfully complete 1,800 clock hours of instruction in order to sit for the Cosmetologist exam, 1,000 clock hours of instruction to sit for the Hair Stylist Exam, 600 hours to sit for the Esthetician exam, and 400 clock hours to sit for the Nail Technician exam. A student must complete the minimum number of hours required for state licensure as listed above AND successfully complete his or her program of study in order to receive a diploma, receive an official transcript, and be permitted to test for their State Board licensing.

For further information:

<https://www.wvbbc.com/About-Us/Laws-Regulations>
<https://beautyschoolprograms.com/cosmetology-licensing-requirements/>

Ohio (OH) - Persons holding a current, valid license to practice cosmetology, or a branch of cosmetology, in another state or jurisdiction may be eligible to obtain an Ohio license if all eligibility requirements are met.

Please visit <https://cos.ohio.gov/getting-licensed/reciprocity> for additional information.

Maryland (MD) offers licensure by endorsement if the licensee's home state has similar training hour requirements and board exams. Applicants for licensure by endorsement who wish to transfer their cosmetology license to Maryland must provide certification that your license was obtained under the same standards, is in good standing, is current and is eligible for licensure by endorsement. If the training requirements of your home state are less than those of Maryland, you need

to make up your training hours and take the licensing exams before you are eligible for a Maryland license.

North Carolina (NC) allows license transfer from West Virginia. Licensee applications from other states are decided on a case-by-case license. Transferring a license costs \$64 for cosmetologists and \$35 for all other beauty specialists. You must show that you have a current license from your home state, prove that you have passed a state board exam or national cosmetology exam, and be free from disciplinary actions against your license. International transfers must show original documents from their original school and licensing board.

Eligibility Not Determined:

All states unless listed above, the District of Columbia and the U.S. Territories

Cardiovascular Technician – MORGANTOWN, HERMITAGE & FORT MILL

Pennsylvania, West Virginia and South Carolina do not have licensure requirements for this field.

Eligibility Not Determined or No License Required:

All states unless listed above, the District of Columbia and the U.S. Territories

Culinary Arts

No US state generally requires a license to work in the food industry. Some may require food workers to have or obtain ServSafe certification. ServSafe certification is a nationally recognized food safety training program developed by the National Restaurant Association, designed to educate food service professionals on proper food handling, sanitation, and safety procedures to prevent foodborne illnesses. There are various types of certifications available, including Food Handler, Food Manager, Alcohol, and Allergen certifications, each tailored to different roles within the food service industry.

Eligibility Not Determined or No License Required:

All states unless listed above, the District of Columbia and the U.S. Territories

Electrical Technician – UNIONTOWN, HERMITAGE & MORGANTOWN

Pennsylvania (PA) does not require a state license to perform electrical work. HOWEVER, counties, municipalities, and cities such as Pittsburgh and Harrisburg may have their own licensure, certification and registration processes. Graduates should check with their local building department in order to satisfy licensing and registration.

Does Not Meet Requirements:

West Virginia (WV) - This program does not meet eligibility requirements for journeyman licensure in the state of West Virginia. Additional field experience is required. Graduates seeking additional licenses such as the Journeyman Electrician or Specialty electrician must contact the West Virginia State Fire Marshal's office for examination information.

Ohio (OH) - Licenses Issued Through: State of Ohio Department of Commerce (<https://com.ohio.gov/>)

Apprentice: Not Licensed

Journeyman License: Only Required in the jurisdictions of Middletown and Hamilton; requirements vary

Electrical Contractor License: Mandatory license for contractors in commercial work; must take a written exam and have at least 5 years of experience in the trade; may also be an engineer or have at least 3 years of business experience in the construction industry.

Eligibility Not Determined or No License Required:

All states unless listed above, the District of Columbia and the U.S. Territories

Electrical Systems Technician – Fort Mill, SC

South Carolina does not require a state license to perform electrical work. HOWEVER, some counties, municipalities, and cities may have their own licensure, certification and registration processes. Graduates should check with their local building department in order to satisfy licensing and registration.

Esthetics – MORGANTOWN

Meets Requirements:

West Virginia (WV), - **Morgantown Location Program:**
The West Virginia State Board of Barbers and Cosmetologists requires students to successfully complete 600 hours to sit for the Esthetician exam. A student must complete the minimum number of hours required for state licensure as listed above AND successfully complete his or her program of study in order to receive a diploma, receive an official transcript, and be permitted to test for their State Board licensing.

For further information:

<https://www.wvbbc.com/About-Us/Laws-Regulations>

Eligibility Not Determined:

All states unless listed above, the District of Columbia and the U.S. Territories

Esthetics/Nail Technician – UNIONTOWN & HERMITAGE

Meets Requirements:

Pennsylvania (PA), - The Pennsylvania State Board of Cosmetology requires students to successfully complete 300 hours in order to sit for the Esthetician exam, and 200 hours in order to sit for the Nail Technician exam. A student must complete the minimum number of hours required for state licensure as listed above AND successfully complete his or her program in order to receive a diploma, receive an official transcript, and be permitted to test for the State Board licensing.

For further information:

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/Cosmetology-Guide.aspx>

Does Not Meet Requirements:

West Virginia (WV)

Eligibility Not Determined:

All states unless listed above, the District of Columbia and the U.S. Territories

Hair Styling – MORGANTOWN

Meets Requirements:

West Virginia (WV), - The West Virginia State Board of Barbers and Cosmetologists requires students to successfully complete 1,000 clock hours of instruction to sit for

the Hair Stylist Exam. A student must complete the minimum number of hours required for state licensure as listed above AND successfully complete his or her program of study in order to receive a diploma, receive an official transcript, and be permitted to test for their State Board licensing.

For further information:

<https://www.wvbbc.com/About-Us/Laws-Regulations>

Does Not Meet Requirements:

Pennsylvania (PA)

Eligibility Not Determined:

All states unless listed above, the District of Columbia and the U.S. Territories

Master Teacher of Cosmetology – UNIONTOWN & HERMITAGE

Meets Requirements:

Pennsylvania (PA), - The Pennsylvania State Board of Cosmetology requires students to successfully complete 1,250 hours of instruction in order to sit for the Cosmetologist exam, 500 hours to sit for the Cosmetology Teacher exam along with a current Cosmetologist license or Limited Practice license in the corresponding limited practice field, 300 hours in order to sit for the Esthetician exam, and 200 hours in order to sit for the Nail Technician exam. A student must complete the minimum number of hours required for state licensure as listed above AND successfully complete his or her program in order to receive a diploma, receive an official transcript, and be permitted to test for the State Board licensing.

For further information:

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/Cosmetology-Guide.aspx>

Eligibility Not Determined:

All states unless listed above, the District of Columbia and the U.S. Territories

Medical Billing & Coding – DISTANCE EDUCATION THROUGH MORGANTOWN

Pennsylvania does not have licensure requirements for this field.

Eligibility Not Determined or No License Required:

All states unless listed above, the District of Columbia and the U.S. Territories

Medical Laboratory Technician – DISTANCE EDUCATION THROUGH MORGANTOWN

Pennsylvania does not currently require professional licensure for Medical Laboratory Technicians.

There are currently 11 states with laboratory personnel licensure (California, Hawaii, Florida, New York, North Dakota, Tennessee, Louisiana, Nevada, West Virginia, Montana, Georgia). Puerto Rico also has licensure. The components of the law vary state-to-state, but usually includes an annual licensing fee (some are bi-annual), a provision for continuing education, a minimum education and professional competency requirements.

For Further Information:

<https://ascls.org/advocacy-issues/licensure>

Eligibility Not Determined or No License Required:

All states unless listed above, the District of Columbia and the U.S. Territories

Nail Technician – UNIONTOWN, HERMITAGE & MORGANTOWN

Meets Requirements:

Pennsylvania (PA), - **Uniontown Location Program:** The Pennsylvania State Board of Cosmetology requires students to successfully complete 200 hours in order to sit for the Nail Technician exam. A student must complete the minimum number of hours required for state licensure as listed above AND successfully complete his or her program in order to receive a diploma, receive an official transcript, and be permitted to test for the State Board licensing.

For further information:

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/Cosmetology-Guide.aspx>

West Virginia (WV), - The West Virginia State Board of Barbers and Cosmetologists requires students to successfully complete 400 clock hours to sit for the Nail Technician exam. A student must complete the minimum number of hours required for state licensure as listed above AND successfully complete his or her program of study in order to receive a diploma, receive an official transcript, and be permitted to test for their State Board licensing.

For further information:

<https://www.wvbbc.com/About-Us/Laws-Regulations>

Eligibility Not Determined:

All states unless listed above, the District of Columbia and the U.S. Territories

Computer Network Security Technician – UNIONTOWN & HERMITAGE

For standard network administration, cybersecurity monitoring, troubleshooting, and security operations, no state generally requires a license. Check the state and local licensing authority only if the position involves physical wiring, alarms, surveillance, access-control installations, or contracting.

Eligibility Not Determined or No License Required:

All states unless listed above, the District of Columbia and the U.S. Territories

Practical Nursing – UNIONTOWN, HERMITAGE, FORT MILL

Meets Requirements:

Pennsylvania (PA) – Practical Nurses need a license in order to practice. A program in practical nursing must be approved by the PA Nursing board and consists of not less than fifteen hundred (1,500) hours and within a period of not less than twelve months; An applicant must receive a passing grade on either the National Council of State Boards - Practical Nursing Exam (NCLEX-PN) or the State Board Test Pool Exam (SBTPE) as a requirement for licensure; Applicants must complete 3 hours of Board-approved continuing education in child abuse recognition and reporting for initial licensure; 2 hours of continuing education child abuse recognition and reporting is required for biennial renewal of license.

A practical nurse who has graduated from an approved practical nursing program in the United States or Canada and who obtained licensure in another jurisdiction of the United States or Canada upon having passed an examination considered by the Board to be equivalent to the examination required for licensure in this Commonwealth may be granted licensure by endorsement.

Act 41 allows for portability of out-of-state professional licensees coming to work in Pennsylvania. Act 41 does this by granting all boards and commissions within the Commonwealth the authority to endorse licensees from other states, territories or jurisdictions (with substantially equivalent licensing requirements) who are active, in good standing and without discipline against their license or criminal conviction.

Students who complete the Uniontown program are eligible to apply for licensure as practical nurses by taking the NCLEX-PN® licensing exam. Students who complete this program and successfully pass the NCLEX-PN exam, are able to apply for jobs as a Licensed Practical Nurse.

For further information:

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/Licensed-Practical-Nurses-Licensure-Requirements-Snapshot.aspx>

Ohio (OH) – This program is not currently approved through the Ohio Board of Nursing.

Eligibility Not Determined:

All states unless listed above, the District of Columbia and the U.S. Territories

Nursing & LPN/Paramedic to ADN Transition – MORGANTOWN

Nurses need a license, or temporary permit, issued by the appropriate licensing agency in order to practice. Generally, out-of-state programs undergo an equivalent process in their own state.

West Virginia (WV) - Laurel's Associate Degrees in Nursing and LPN/Paramedic to AND Transition prepare graduates to apply to sit for the National Council Licensure Examination (NCLEX-PN) to become a

Registered Nurse (RN) and meets licensure requirements in West Virginia.

Once a graduate takes the NCLEX RN, they can choose which state they want to be licensed in even if the program was taken in WV.

The Nursing Licensure Compact (NLC) is an agreement between states that allows nurses to have one license but the ability to practice in other states that are part of the agreement. Once a graduate is licensed as an RN in WV, they can work in other states that are considered compact states. The individual has to reside in a compact state when applying for the multi-state licenses and be licensed as an RN. There are currently 43 compact states as of August 27, 2026. Additional information is available at

<https://nurse.org/articles/enhanced-compact-multi-state-license-enlc/>

Eligibility Not Determined:

All states unless listed above, the District of Columbia and the U.S. Territories

Respiratory Therapy – UNIONTOWN & HERMITAGE

Meets Requirements:

Pennsylvania (PA) - Graduates of the Respiratory Therapy program at Laurel Business Institute/Laurel Technical Institute are eligible to take the National Board for Respiratory Care Credentialing Exams, which is required for state licensure. Pennsylvania also allows new graduates to obtain a temporary license while sitting for board exams. Some states require a Certified Respiratory Therapist (CRT) credential to apply for a state licensure and a few states require the higher level of credentialing (Registered respiratory therapist or RRT). Respiratory Therapy graduates are prepared for both the entry level, CRT and the advanced level, RRT exams.

As of August 27, 2026, 49 states require respiratory therapy licensure to practice as a respiratory therapist or respiratory care practitioner. The exception is Alaska, where licensure legislation has been enacted but is not yet fully effective. Alaska's licensing framework begins January 1, 2027, and a person generally may not practice respiratory care without an Alaska license beginning January 1, 2028.

HVAC Technician – MORGANTOWN

West Virginia requires HVAC technician certification. However, an HVAC Technician may perform HVAC work only under direct supervision. A separate HVAC contractor license is generally required for a person or business contracting directly with customers to install, repair, service, or alter HVAC systems. Local permits or business licenses may also apply.

Some states require HVAC Technicians to be licensed. Requirements depend on whether you are an employee/technician working under a licensed contractor, a journeyman or master technician, or an HVAC contractor operating your own business, pulling permits or contracting directly with customers.

Federal EPA Section 608 certification is also required for technicians who handle regulated refrigerants.

Eligibility Not Determined:

All states unless listed above, the District of Columbia and the U.S. Territories

HVAC Systems Technician – UNIONTOWN

In Pennsylvania, there is no statewide license specifically called “HVAC Systems Technician.” Pennsylvania generally does not require a state license for HVAC employees or technicians.

Federal EPA Section 608 certification is required for technicians who handle regulated refrigerants.

Eligibility Not Determined:

All states unless listed above, the District of Columbia and the U.S. Territories

Welding & Fabrication with Pipeline Technology – Available at the Uniontown and Hermitage Locations

Pennsylvania does not have licensure requirements for this field. Welders who want to work for a local, state or federal government project need to check with their employer, or anticipated employer for specific welding certification or licensing requirements.

Welding is not generally a state-license occupation. Most welders need employer-specific or project-specific qualifications rather than a general welder license.

Eligibility Not Determined or No License Required:

All states unless listed above, the District of Columbia and the U.S. Territories

New York: Certain welding work requires state authorization, generally based on certification by the American Welding Society (AWS) or the New York State Department of Transportation, along with an application and background check.

Hawaii: Welding performed as part of regulated construction or structural work may fall under Hawaii’s contractor-licensing requirements. This is primarily a contractor license requirement, not a universal personal license for every employee-welder.

Student Location

For purposes of this policy, the student location is the State where the enrolled student resides and is based on the permanent home address as entered on the Enrollment Application and student database system. For a prospective student, this is the State of the prospective student's location at the time the student has applied for admission, intends to enroll, and is then entered on the Enrollment Application. The student location designation will remain in effect unless and until a student changes the U.S. State or territory listed in the student's permanent address in the student database system. Once a student enters a new U.S. State or territory, Laurel will consider that date of entry as the effective date of a student's revised location for the purposes of this policy. Further, the federal regulations require that each institution has a policy that defines student location for purposes of complying with the disclosure requirements.

Related Laws, Regulations, Statutes, and Policies:

[34 CFR § 668.43](#). Amendment published November 1, 2019, in 84 FR 58932.

Additional Resource: <https://www.ncsl.org/research/labor-and-employment/occupational-licensing-statute-database.aspx>

Please email the [VP of Compliance](#) if you need any additional information about this publication.