



Georgia Nonpublic Postsecondary Education Commission

Information Session: New GNPEC
Requirements

July 27, 2016

What is GNPEC?

Established by legislation enacted in 1990, the Georgia Nonpublic Postsecondary Education Commission (GNPEC) is the state agency responsible for the regulation of private postsecondary institutions within Georgia as well as all postsecondary institutions from out of state that choose to be physically present with locations, active recruiters, and/or advertisements within state borders.

What do we do?

- The primary purpose of GNPEC is to ensure that each college or school it authorizes is educationally sound and financially stable.
- Specifically, GNPEC works to assure the following:
 - 1) For prospective and enrolled students, that the program(s) of study and supporting elements of the institutions meet the GNPEC Minimum Standards;
 - 2) For prospective employers, that institutions have been vetted and will provide graduates with appropriate job skills;
 - 3) And for the general public, federal agencies, and other state agencies that programs meet the Minimum Standards.

Why do you need GNPEC approval?

- Approval, in the form of an GNPEC Certificate of Authorization, is required by Georgia law (**O.C.G.A. § 20-3-250.8**), which states that all nonpublic postsecondary educational institutions desiring to operate or conduct postsecondary activities in Georgia shall make application to the Commission.
- Failure to abide by the Nonpublic Postsecondary Educational Institutions Act of 1990 can result in fines of \$1,000.00 per day, per infraction (**O.C.G.A. § 20-3-250.21**).

New Requirements as of August 1, 2016

- GNPEC Student Disclosure Form

GNPEC Student Disclosure Form

Name of School: _____
 Address of School: _____

- Enrollment Agreement & Catalog**
 I have read and received a copy of the enrollment agreement, or equivalent document, and the school catalog. I understand that the terms and conditions of these documents are not subject to amendment or modification by oral agreements.
 _____ Student's Initials
- School Outcomes**
 I have read and received a copy of the school's retention, graduation, and placement rates for each of the preceding year as well as the most recent Georgia licensure test results, if applicable, for the program I am entering. Although collected, the data may not be available for students during the 2016-2017 academic year.
 _____ Student's Initials
- Employment**
 I understand that upon successful completion of my training program, this school will provide placement assistance. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment to earn a specific salary range upon graduation.
 _____ Student's Initials
- Refund Policy**
 I have reviewed the refund policy provided in the catalog and am aware that the institution attests to the fact that this policy meets the Minimum Standards set forth by the Georgia Nonpublic Postsecondary Education Commission.
 _____ Student's Initials
- Complaint Procedure**
 I have reviewed the complaint procedure provided in the catalog and am aware that, after exhausting the institutions procedure, I have the right to appeal the institution's complaint determination to the Georgia Nonpublic Postsecondary Education Commission.
 _____ Student's Initials
- Authorization Status**
 I understand that the institution in which I am enrolling has been issued a Certificate of Authorization by the Georgia Nonpublic Postsecondary Education Commission. This status indicates that the institution has met the Minimum Standards established by Georgia code (§20-3-250.6); it is not an endorsement or guarantee of quality.
 _____ Student's Initials
- Accreditation Status**
 I understand that the institution in which I am enrolling is not accredited and as a result I am not eligible for Federal Student Aid and have no guarantees that my credits will transfer to another institution.
 _____ Student's Initials

Student's Signature: _____ Date: _____
 School Representative's Signature: _____ Date: _____

*Student must receive a copy of this form and a copy must be kept in the student's file.

July 2016

- GNPEC Student Outcome Data Report

GNPEC Student Outcome Data Report
 Reporting Period: August 1, 2016 through July 31, 2017

Name of Institution: _____
Physical Address of Institution: _____

	List below the names of the authorized programs as listed in GNPEC's <i>Directory of Schools</i> .	Number of Students Enrolled During the Reporting Period	Number of Students Withdrawing During the Reporting Period	Number of Students Continuing to be Enrolled into the Next Reporting Period	Number of Students who have Graduated During the Reporting Period	Number of Graduates Employed in Occupation for which Training was Received	Number of Graduates Employed Outside of Occupation for which Training was Received	Number of Graduates Not Employed	Number of Graduates Unavailable for Response
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
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2.									
3.									
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9.									
10.									
11.									
12.									

Please use additional report forms should the institution offer more than 12 programs.

The number provided in column B should reflect all students, not only newly enrolled students, attending the institution during the reporting period.
 The total of columns C, D, and E should equal column B.
 The total of columns F, G, H, and I should equal column E.

Institution Comments (Provide additional pages, if necessary):

July 2016

Basis for these Requirements

- Georgia Law
- GNPEC Minimum Standards
- Audit Findings
- Higher Education Norms and Expectations

Georgia Law

§ 20-3-250.6. Minimum standards for educational institutions

- (D) That the institution provides students and other interested persons with a **catalog or other written description** containing information describing the programs offered; program objectives; length of program; schedule of tuition, fees, and all other charges and expenses necessary for completion of the course of study; cancellation and refund policies consistent with standards adopted by the commission; **prior year's enrollment, graduation, and job placement rates**; and such other material facts concerning the institution and the program or course of instruction as are reasonably likely to affect the decision of the student to enroll therein, **together with any other disclosures specified by the executive director** or defined in the rules and regulations of the commission; and that such information is provided to prospective students prior to enrollment;

GNPEC Minimum Standards

- Standard 6 requires that institutions complete institutional effectiveness assessments using, in part, each program's retention, graduation and job placement rates.
- Standard 11 requires that institutions maintain placement records for all graduates.

Audit Findings

- “A lack of emphasis on student outcomes limits NPEC’s ability to assess the effectiveness of authorized institutions and the public’s ability to make informed choices.”
- “....In addition, we recommended that NPEC improve collection and communication of relevant outcome data (e.g., graduation rates, retention rates, job placement data, and student loan default rates) as well as consider how this information can be used in authorization decisions.”

Higher Education Norms and Expectations

- Reporting Norms
- Disclosure Norms
- Gainful Employment

Reporting Norms

- Vocational accreditors (ex. ACICS, ACCSC, COE) require annual submission of completion, retention, and job placements rates.
- The United States Department of Education (USD OE) requires annual submission of institutional information in order to maintain eligibility for federal Student Financial Aid (Title IV funding).
 - This information is made public through the College Navigator website.
- New College Scorecard allows consumers to compare graduation and average salaries for graduates against the national averages.

Disclosure Norms

- The Higher Education Act of 1965 requires that postsecondary institutions, recognized as a result of accreditation, disclose certain information to students.
- Provision requirements vary based on the information being disclosed. In some cases, information can be posted on the institution's website and/or in the catalog while other information must be shared directly with the student.

Gainful Employment

- In order to maintain Title IV eligibility, new gainful employment legislation requires for-profit programs and certificate programs at private non-profit and public institutions to disclose the following:
 - Programmatic outcome data (graduation and job placement)
 - Average completion time
 - Tuition and fees (including supplies and room and board)
 - Median loan debt
 - Any other information provided by the Secretary of Education
- Disclosure Requirements are effective January 1, 2017

New Requirements as of August 1, 2016

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Institution Comments (Provide additional pages, if necessary):

Student Disclosure Content

1. Enrollment Agreement & Catalog
2. School Outcomes
3. Employment
4. Refund Policy
5. Complaint Procedure
6. Authorization Status
7. Accreditation Status

State of Georgia Student Disclosure Form

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Student's Signature: _____ Date: _____
School Representative's Signature: _____ Date: _____

*Student must receive a copy of this form and a copy must be kept in the student's file.

Student Disclosure Form

- Effective August 1, 2016, GNPEC will require any new student enrolling at an authorized unaccredited postsecondary institution to review and sign the **GNPEC Student Disclosure Form**.
 - An institutional representative must also sign the form.
 - Electronic signatures are acceptable.
 - After the form is completed and signed by both parties, the student must receive a copy of the form.
 - The original form must be filed in the student's file.

Student File Requirements

- While GNPEC does not require that all of the following documents be stored in one place, all records must be maintained by the institution in either a fire proof safe, electronically, or are duplicated and available at two locations.
 - Enrollment Documentation (Application, student contract, proof of previous education, **Student Disclosure Form**)
 - Financial Records (payment sources, charges/credits, balance)
 - Academic Records (grades, attendance)
 - Completion Records (withdrawal records, transcript/certificate)

GNPEC Student Outcome Data Report

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3. Number of Students Withdrawing During the Reporting Period
4. Number of Students Continuing to be Enrolled into the Next Reporting Period
5. Number of Students who have Graduated During the Reporting Period
6. Number of Graduates Employed in Occupation for which Training was Received
7. Number of Graduates Employed Outside of Occupation for which Training was Received
8. Number of Graduates Not Employed
9. Number of Graduates Unavailable for Response

Reporting Requirements

- Placement information should be reported based on records as of July 31, 2017.
- GNPEC Student Outcome Data Report is due by September 1, 2017.
- GNPEC will publish the information on the website and will potentially include institutional comments.
- Student Disclosure Form and GNPEC Student Outcome Data Report will be available on the website tomorrow.

Any questions?

