

## GENERAL INSTITUTIONAL PROCEDURES FOR RENEWAL OF AUTHORIZATION

An institution authorized to operate in Georgia as required by the Nonpublic Postsecondary Educational Institutions Act of 1990 must apply for a renewal of its Certificate of Authorization **at least 60 days before the expiration date of the current Certificate.**

Any school operating after the expiration of its Certificate of Authorization is not in compliance with Georgia law and shall be subject to penalties (see the [Schedule of Fees](#)).

1. The *Renewal of Authorization Application* is to be completed via <http://ga.edvera.com>. Contact your institution's Standards Administrator (SA) to provide you with login credentials to complete the application.

The following items will be required as part of the application:

- a. Basic Institutional Profile Information
  - b. [Minimum Standards Self-Evaluation Form](#)
  - c. New Program Application (*if applicable*)
  - d. Program Change Application (*if applicable*)
  - e. Enrollment Agreement/Student Contract or equivalent for degree-granting institutions
  - f. Certificate or diploma example
  - g. Current catalog or similar publication
  - h. Complaint Procedure (*GNPEC must be final appeal step for GA students*)
  - i. Refund Policy (*Must be as favorable to the student as GNPEC refund policy, which can be found in Standard 9 of the Minimum Standards*)
  - j. Organizational Chart
  - k. Description of Learning Resource System
  - l. Description of Placement Services
  - m. New Agent Permit Application(s) (*for new hires*)
  - n. Agent Permit Change Application (*if applicable*)
  - o. Personnel Data Inventory Forms (*for new hires*)
  - p. Personnel Data Inventory Change Forms (*if applicable*)
  - q. Director's Agreement
  - r. Records Agreement
  - s. Financial Statement (***Please be aware that a financial review viability assessment may also be required as part of the authorization process. Additional financial documentation may be requested in order to complete this review. Review Minimum Standard 8 for detailed information regarding financial resources.***)
  - t. Surety Bond (*if applicable*)
  - u. Fees (*Please see the [Schedule of Fees](#) on the website for details*)
2. Your institution's SA will review your submission and inform you of any revisions, if any, that are required.

3. If a New Program Application is submitted as part of the Renewal of Authorization Application, the Standards Administrator will also determine the need for an evaluation team to review the curriculum.
4. In the event that an evaluation team is empaneled, the Standards Administrator will notify the school regarding the required fees and the school's preparation for the onsite visit. The school must remit the Committee Evaluation Fee before the site visit will be scheduled or review of any course materials made by the evaluator.
5. The evaluation team may visit the school. Site visits may potentially include inspections, data collection, reviews, and audits to be carried out by the Standards Administrator and/or evaluators.
6. Recommendations and/or suggestions are made by the evaluation team in a written report to the Standards Administrator who in turn presents the assessment to the institution. The SA will use this report to determine whether or not the program becomes authorized or if additional changes need to be made.
7. If approved by the SA, the Renewal of Authorization Application will be submitted to the Deputy Director for final review. He or she will make final determination as to the renewal status of the institution's authorization.

Please be aware that as of August 1, 2016, GNPEC has implemented new requirements for institutions **not** accredited by a US-based accrediting association recognized by the United States Secretary of Education. The GNPEC Student Outcome Data Report will be due annually beginning September 1, 2017. Additionally, the GNPEC Student Disclosure Form must be provided to each enrolling student, signed by the student and institutional representative, and a copy included in the student's file.

Information can be found here: [PowerPoint presented at the GNPEC Information Session: New GNPEC Requirements \(July 27, 2016\)](#)