

GENERAL INSTITUTIONAL PROCEDURES FOR INITIAL AUTHORIZATION

An institution that seeks to operate in Georgia as required by the Nonpublic Postsecondary Educational Institutions Act of 1990 must apply for a Certificate of Authorization; the application for which is to be submitted electronically by applicants.

An institutional representative must first review the [Minimum Standards](#), [Schedule of Fees](#), and [Bonding Requirements](#) prior to scheduling a preliminary phone “interview” with the Deputy Director, Carl Camann, PhD. He can be reached by email at ccam@gnpec.org.

1. The initial interview is intended to review and educate institutional representatives should there be any questions or areas in need of clarification regarding the initial authorization process.
2. If approved to proceed with an application, the applicant will be provided with detailed login credentials to be used to access the application portal.
3. The Initial Authorization Application is to be completed via <http://ga.edvera.com>.

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

- a. Basic Institutional Profile Information
- b. [Minimum Standards Self-Evaluation Form](#)
- c. Entrance requirements description
- d. Entrance information provided to students
- e. Enrollment Agreement/Student Contract for nondegree-granting institutions or equivalent for degree-granting institutions
- f. Educational goals for the institutions
- g. Certificate or diploma example
- h. Statement of business practices and advertising policies
- i. Description of facilities and equipment
- j. Description of placement services
- k. Current catalog or similar publication
- l. Copy of Occupancy Permit
- m. Complaint Procedure (*GNPEC must be final appeal step for GA students*)
- n. Refund Policy (*Must be as favorable to the student as GNPEC refund policy, which can be found in Standard 9 of the Minimum Standards*)
- o. Description of Learning Resource System
- p. Organizational Chart
- q. New Agent Permit Application(s) (*If applicable*)
- r. Personnel Data Inventory Forms
- s. Director’s Agreement
- t. Records Agreement
- u. New Program Application for each proposed program
- v. Financial Statement (***Please be aware that a financial review viability assessment will 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.***)
- w. Preliminary Bond Approval Letter (*Letter from an insurance agency or bonding company certifying that the school owner is qualified to secure the required bond; do not secure the actual bond until you are instructed to do so by your assigned Standards Administrator.*)
- x. Fees (*Please see [Schedule of Fees](#) on the website for details*)

4. After receipt of the Application Evaluation Fee and complete application submission, the Deputy Director will assign a Standards Administrator to work with the school through the remainder of the authorization process. **Please note that no review will be conducted until the Application Evaluation Fee has been received.**
5. The Standards Administrator will determine any need for modifications, if necessary, and will work directly with the institutional representative to inform him or her of the required changes.
6. The Standards Administrator will also determine the need for an evaluation team to review the curriculum.
7. 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.
8. 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.
9. 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.
10. If the report is unfavorable, the institution is given six months to respond to the report and to make adequate improvement.
11. After receiving the institution's response to an unfavorable report, the Standards Administrator and/or an evaluation team may revisit the school to review and evaluate all required changes.
12. If the institution again fails, the Standards Administrator issues a written report of the committee's findings. If the findings are minor, the institution will have one month to correct problems. If the findings are major, or cannot be corrected within the allotted time, the institution must wait one full year to reapply, and the applicant must again complete the entire application process, including the payment of all fees.
13. If the institution meets the GNPEC standards for authorization, it must **AT THIS POINT** provide an original surety bond, the TGTF fees, and the Authorization Fee for the first year of operation. See the [Schedule of Fees](#) for information regarding the calculation of these amounts. **The bond is to be secured only after the Standards Administrator informs the school of approval and must be dated exactly as directed by the Standards Administrator.**
14. Having met GNPEC standards and paid all appropriate fees, the institution is issued a Certificate of Authorization which is valid for a maximum of one year and must be visibly posted on the campus.
15. Application for annual renewal of Certificate of Authorization, with all appropriate fees, is due at the GNPEC office no later than sixty (60) days prior to the certificate's expiration date.

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 \(July 27, 2016\)](#)