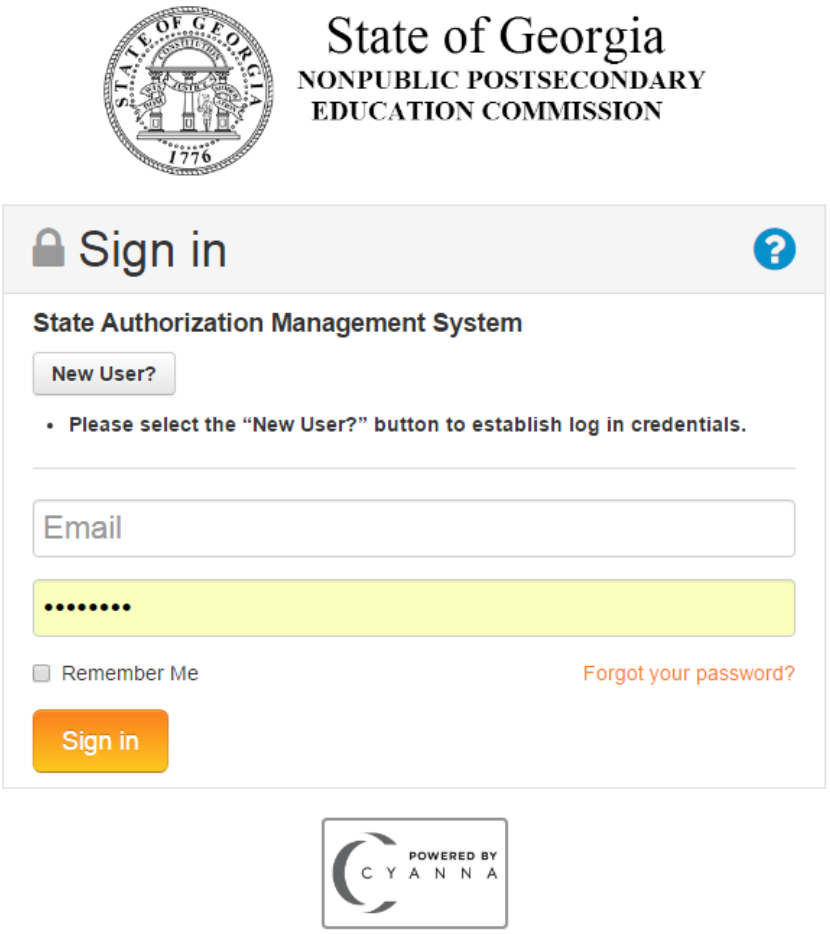
How to Complete a New or Modify a Previously Approved Program Application

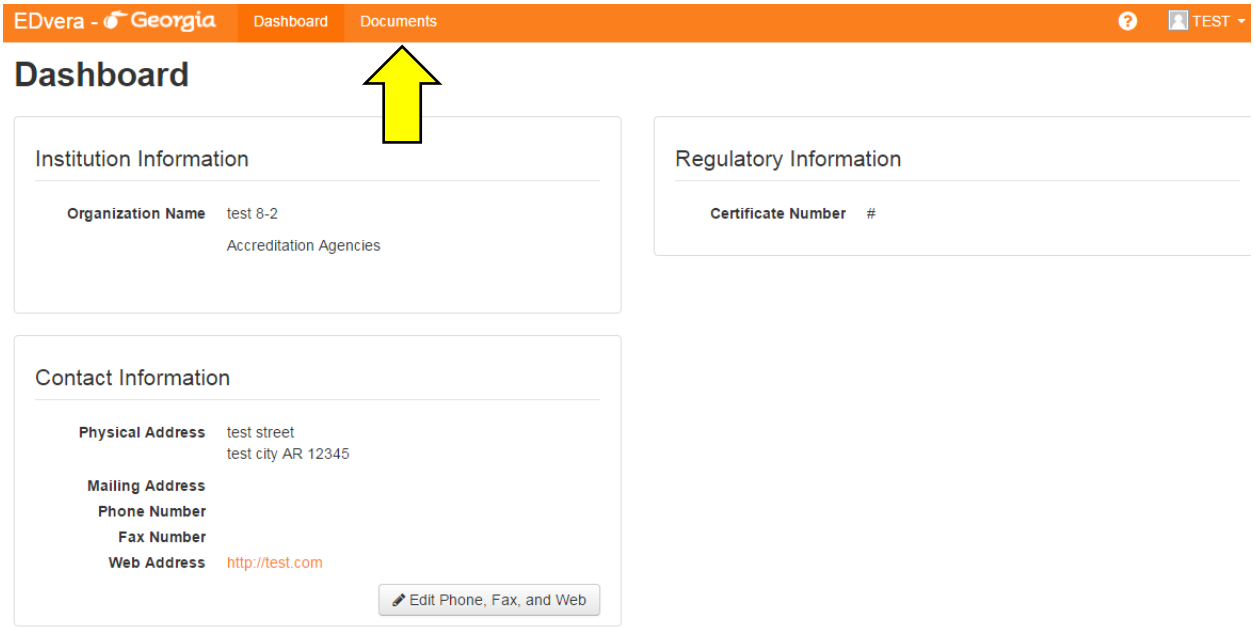
A New Program Application is required for any program that an institution wishes to offer a resident of Georgia, and a Program Change Application is required for any substantive/significant changes being requested for a previously approved program. The process for determining whether or not a change is deemed "substantive" is outlined in these instructions.

Please complete each application to its fullest; each will be evaluated and approved or denied individually. Please note that a New Program or Program Change Application being approved before the institutional application is approved does not mean that the Application for Initial or Renewal Authorization is complete.

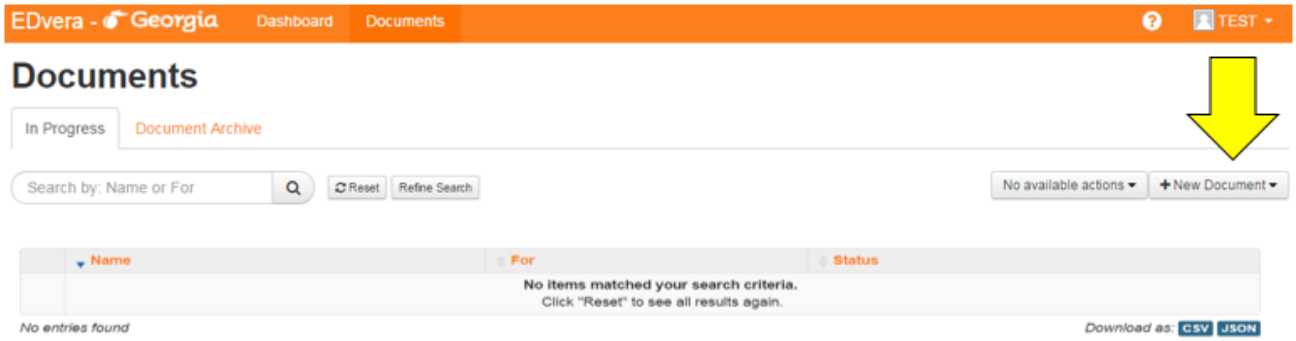
1. Log into the system at http://ga.edvera.com.



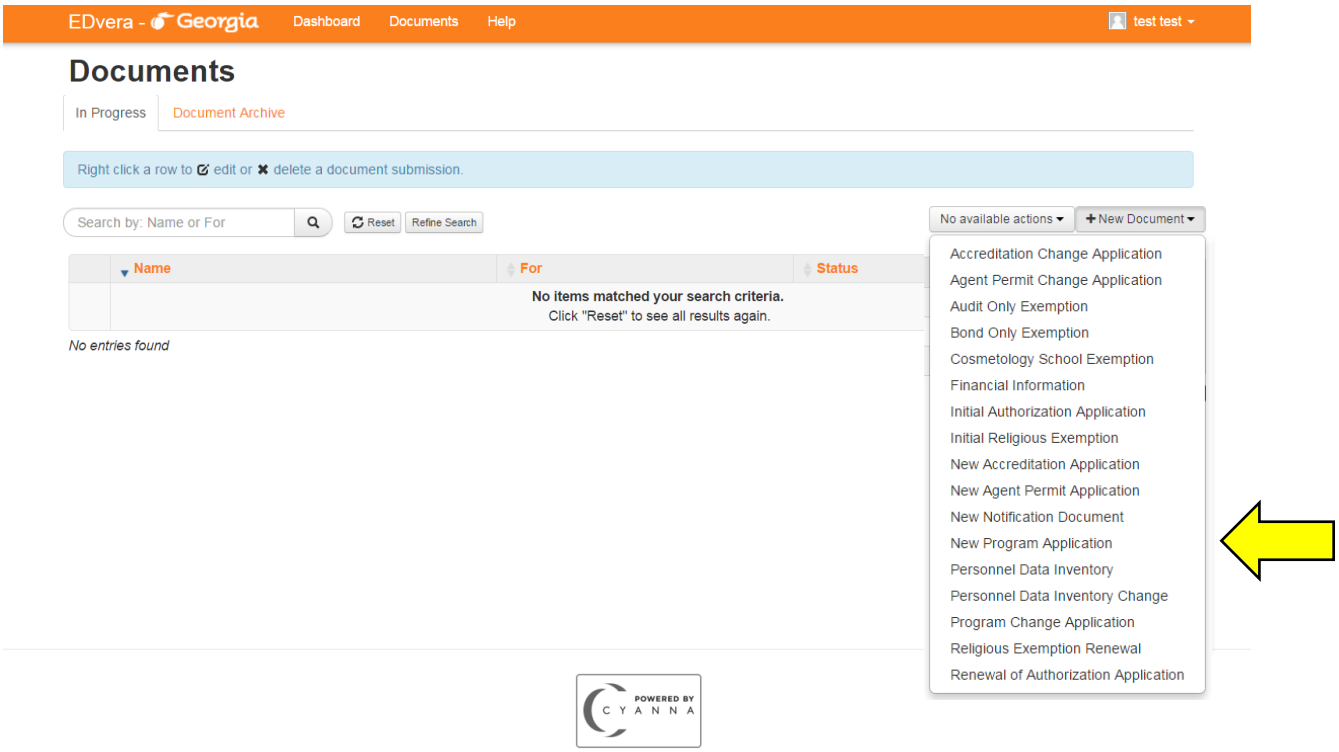
2. To begin an application for a ***new*** program or to modify previously approved programs, select the "Documents" tab at the top of the screen.



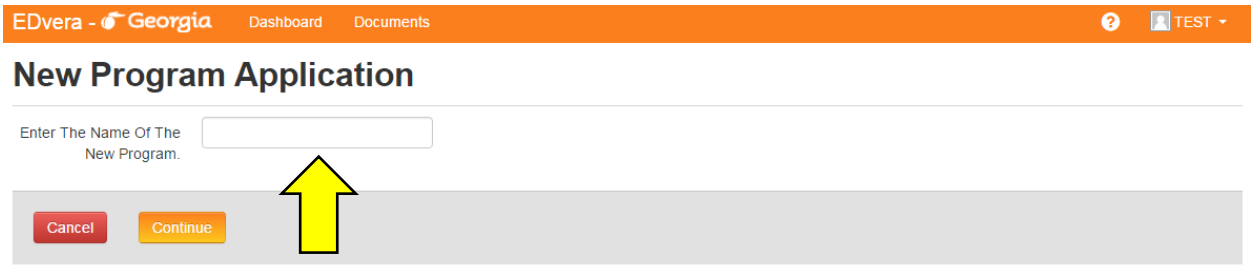
3. Click the "+ New Document" drop down menu to the right to create a new document.



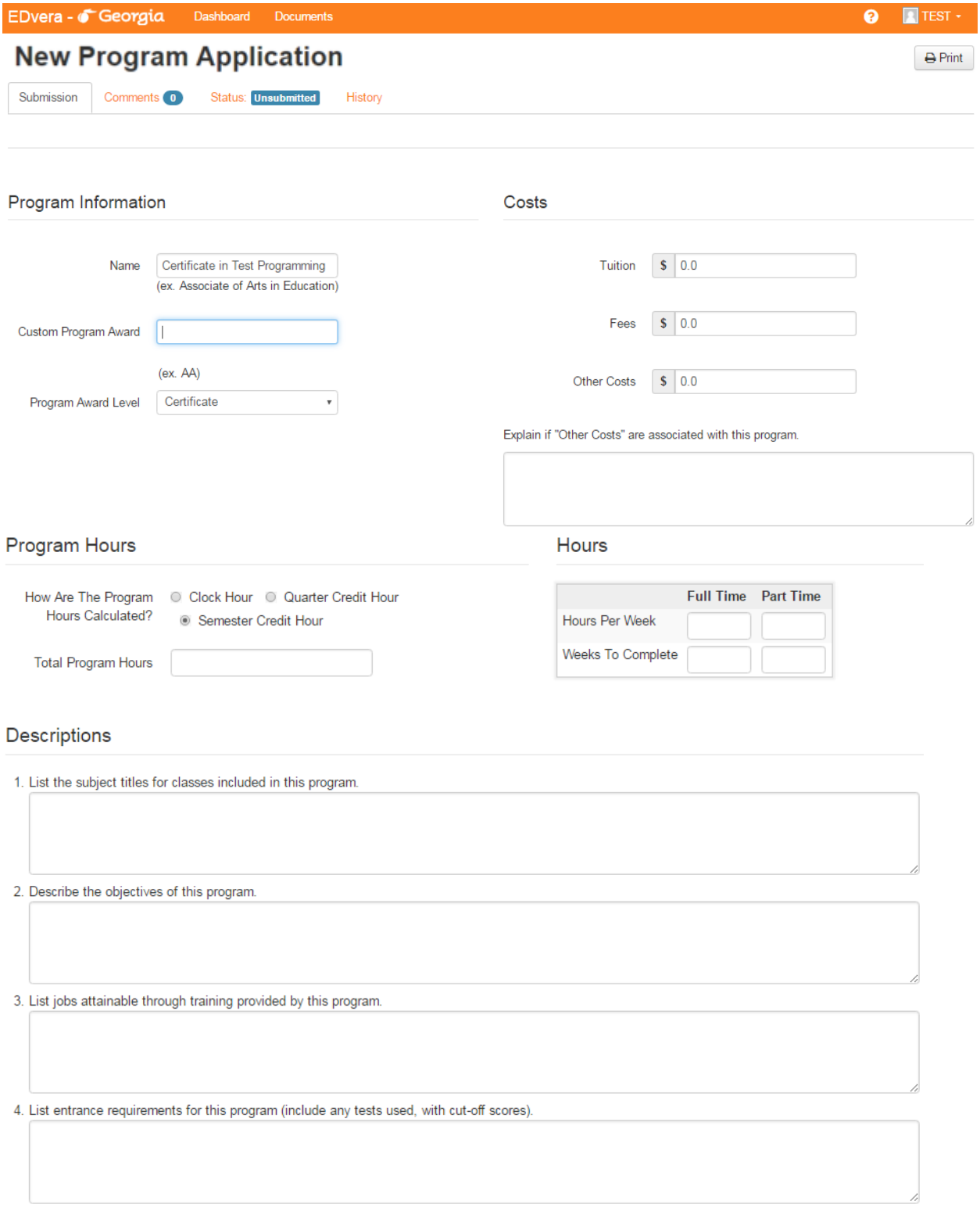
4. You will then see the documents listed that you can create (as seen in the screenshot below). Once you choose which document to create, New Program Application or Program Change Application, you will be brought to that document's introduction page. **For the purpose of these instructions, first, screenshots for New Program applications will be provided. Program Change Applications require additional contact with your institution's Standards Administrator and will be explained in #7.**



5. To begin an application for a ***new*** program, enter the name of the new program and select "Continue".



6. Now that you have provided the name of the new program, please fill out all program information to its fullest and submit. The option to attach documentation is not to be used in lieu of inputting information in the "Descriptions" section; it is meant to be used as a supplement. Application forms lacking information will be reverted.



5. List instructional methods used in this program (include list of instructional materials and textbooks)..

6. Describe facilities and equipment used for this program.

Program Type Specific Questions

1. Is this program taught through distance education?
   - ○ Yes ◉ No
2. Does this program require approval of another state agency?
   - ○ Yes ○ No
3. Do graduates of this program require a state license or other certification in order to become employed?
   - ○ Yes ○ No

Enrollment Statistics

Estimate the requested information for the first twelve months of GNPEC authorization.

Total Cumulative Enrollment For Year

Total Number Of Withdrawals

Additional Documentation

If there is any additional documentation to be submitted with this application, please attach it here.

To attach a file drag & drop here or click to choose

General Comments

If necessary, comments may be provided below in order to provide additional clarification with regards to items or content submitted on this page

Save and Exit | Save | Submit

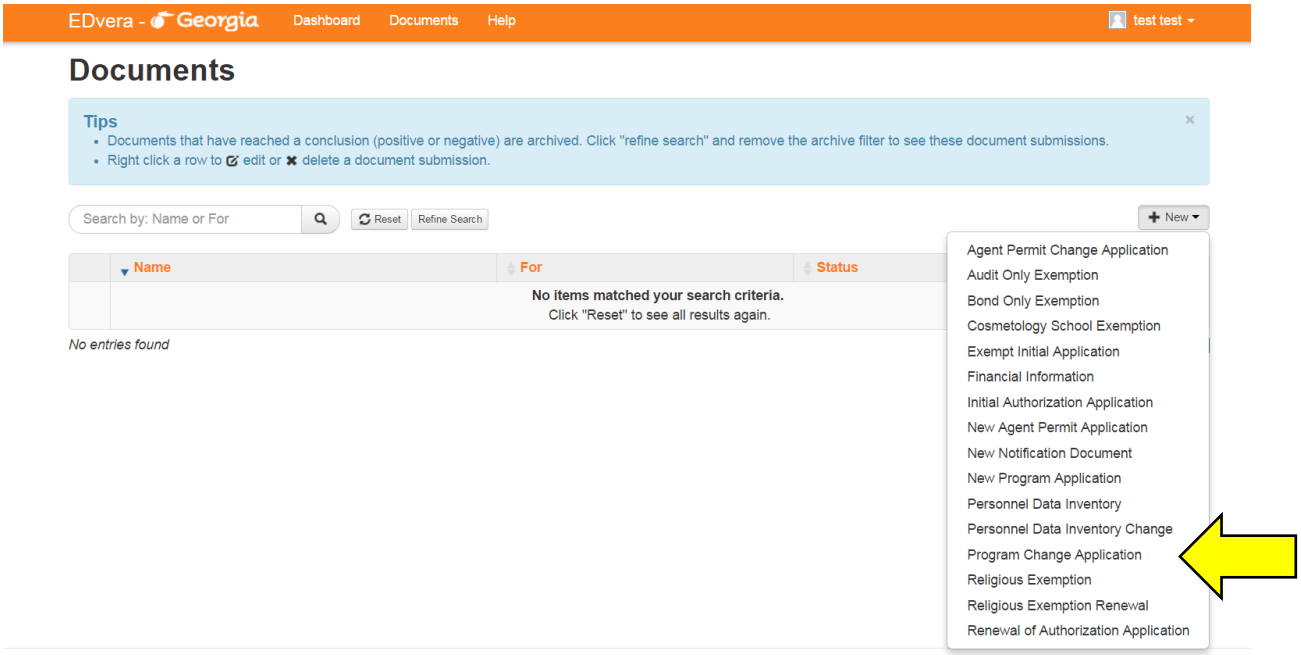
7. **Modifying Previously Approved Programs**

Before completing a Program Change Application for a program that was previously approved, institutions must request all program modifications using the *New Notification Document* in Edvera before completing a Program Change Application. Only one *New Notification Document* is required per request and can include information relative to multiple programs.

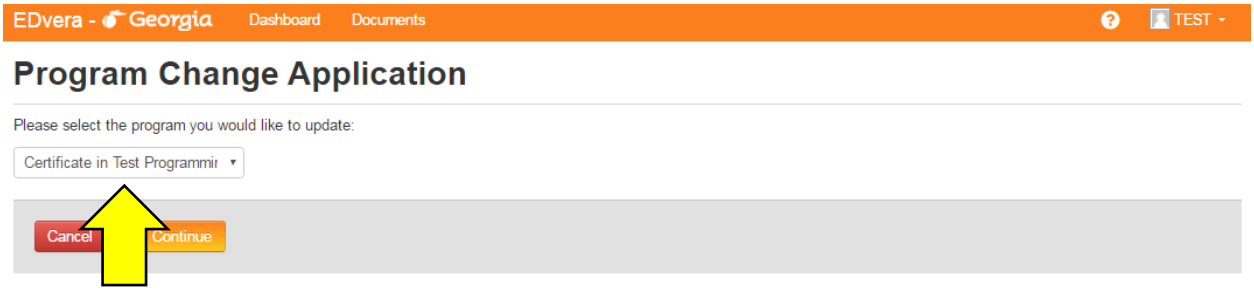
Your institution's Standards Administrator (SA) will review the New Notification Document submitted and determine whether the requested program modification is deemed to be substantive or non-substantive. For GNPEC purposes, substantive/significant will be quantified as at least 25% program change.

Substantive Changes

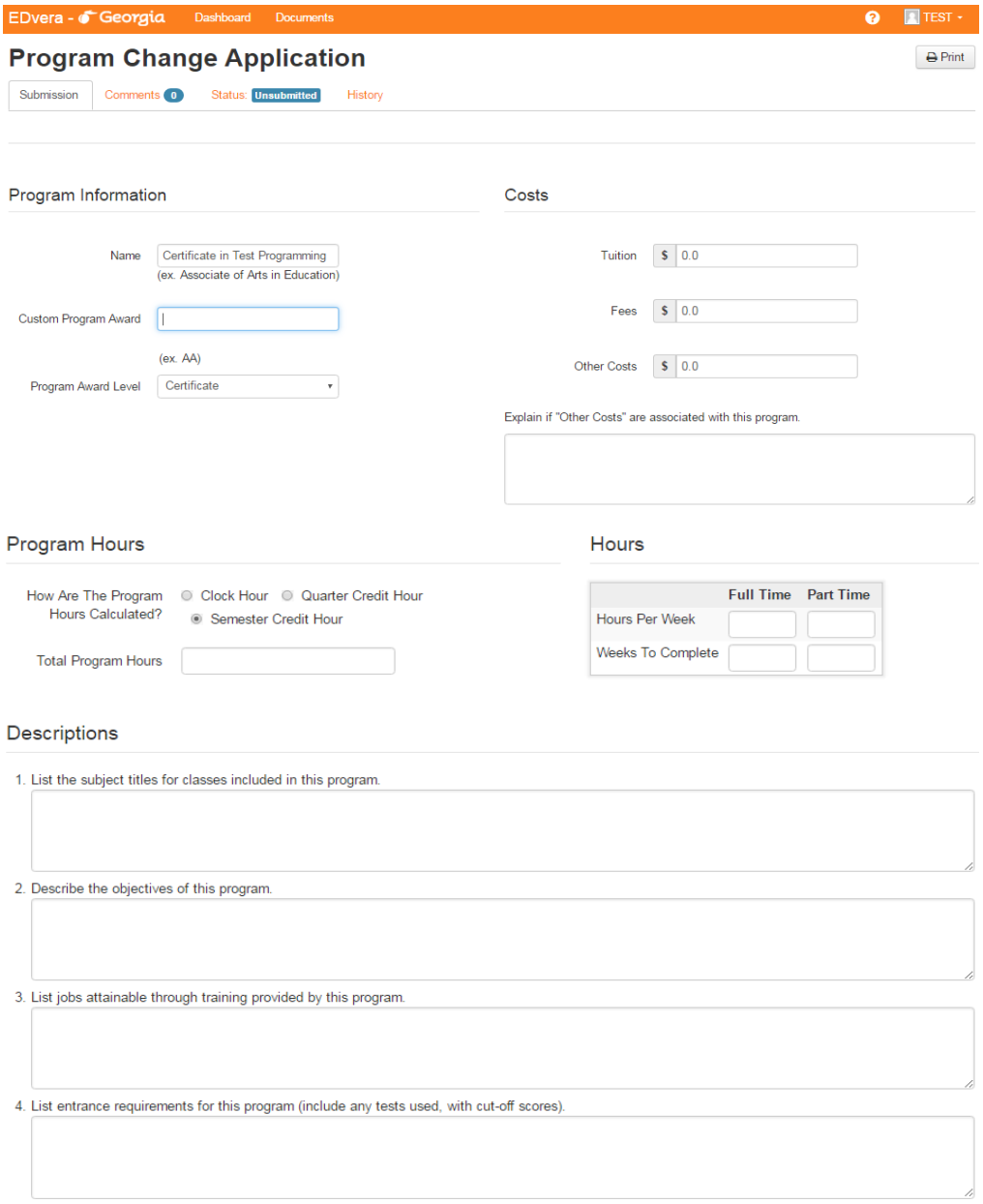
8. If the SA determines that the nature of the modifications requested is substantive, meaning 25% or more change, a Program Change Application and New Program Fee must be submitted. Please note that GNPEC reserves the right to have the program independently evaluated before program approval will be granted; remittance of evaluation committee fees may be required. See the Schedule of Fees for the fee break down.
9. To complete a Program Change Application, select "Program Change Application" under the "+New" document tab.



10. Select the name of the program for which changes need to be made, and then select "Continue".



11. Please fill out **all** program information to its fullest and submit; do not only fill out the information of what has changed. The option to attach documentation is not to be used in lieu of inputting information in the "Descriptions" section; it is meant to be used as a supplement. Application forms lacking information will be reverted.



5. List instructional methods used in this program (include list of instructional materials and textbooks)..

6. Describe facilities and equipment used for this program.

Program Type Specific Questions

1. Is this program taught through distance education?
   - ○ Yes ◉ No
2. Does this program require approval of another state agency?
   - ○ Yes ○ No
3. Do graduates of this program require a state license or other certification in order to become employed?
   - ○ Yes ○ No

Enrollment Statistics

Estimate the requested information for the first twelve months of GNPEC authorization.

Total Cumulative Enrollment For Year

Total Number Of Withdrawals

Additional Documentation

If there is any additional documentation to be submitted with this application, please attach it here.

To attach a file drag & drop here or click to choose

General Comments

If necessary, comments may be provided below in order to provide additional clarification with regards to items or content submitted on this page

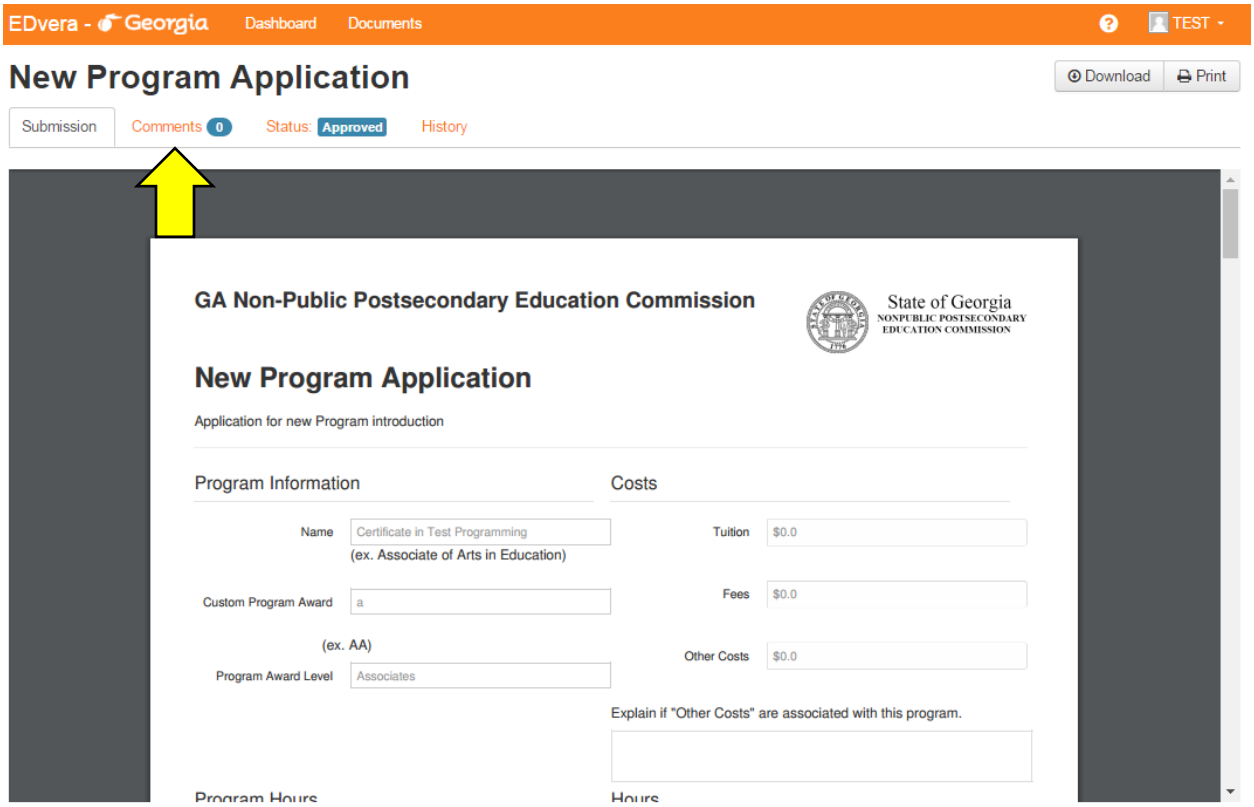
Save and Exit | Save | Submit

12. **Non-Substantive Changes**

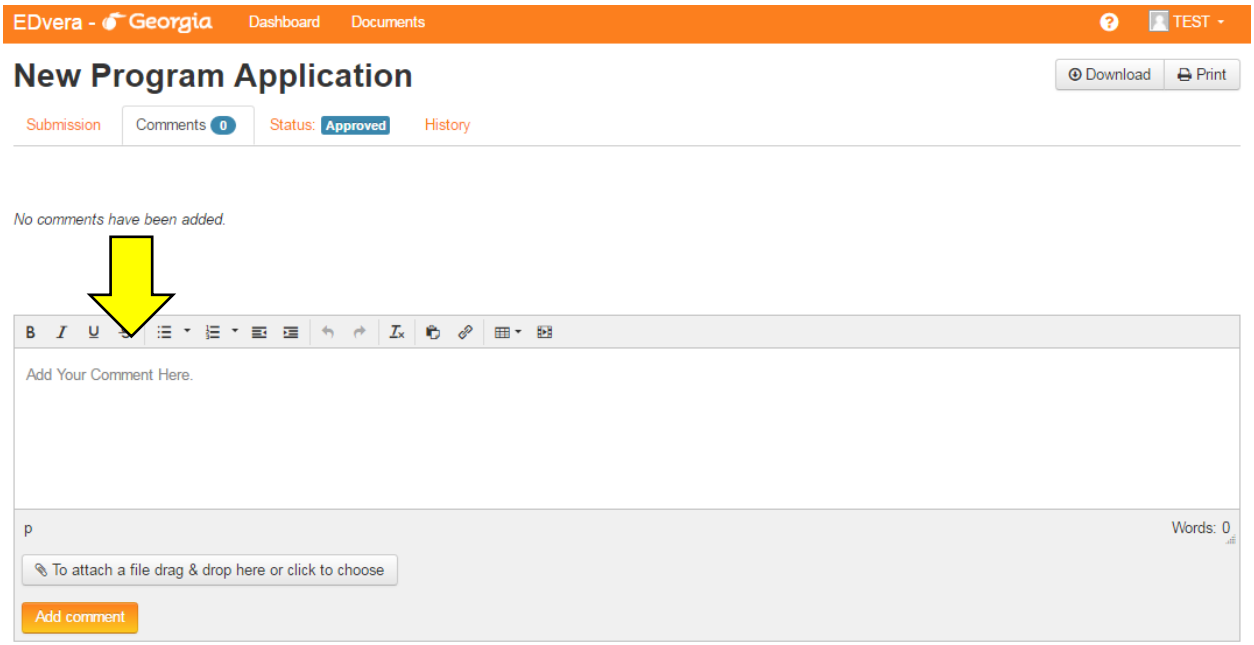
If the SA deems the modifications to be non-substantive, meaning that the requested changes are quantifiably less than 25%, no Program Change Application or fee is required; however, your SA will notify you that you must add a comment indicating the approved changes to all authorized programs affected. This is completed by accessing the archived program document in EDvera to add the change information within the Comment tab of that document.

13. Select “Document Archive” on the “Documents” page, and then select the name of the program for which a non-substantive change needs to be documented.

14. On the following screen, select the “Comments” tab.



15. You will then need to write in the comment field what non-substantive changes have been made to the program, and then select "Add comment". This will be archived in the program information for your future review. This needs to be done to each affected program.



NOTES:

Removing Previously Approved Programs

To remove previously approved programs, please contact your Standards Administrator with the names of the programs that are no longer offered at your institution.

Reviewing Previously Approved Programs

During each year's Renewal of Authorization application, it is the responsibility of the individual completing the application and making the attestations to review the information provided for previously approved programs to ensure that all the information is current.