

How to Complete a New or Modify an Existing Personnel Data Inventory or Agent Permit Application

A Personnel Data Inventory is required of any individual that interacts with and/or engages in the instruction or support of students from Georgia, and an Agent Permit application is required of any individual whose role or job it is to enroll or seek to enroll a resident of Georgia for education offered by a nonpublic postsecondary educational institution.

Please complete each application to its fullest. Each application will be evaluated and approved or denied individually. Please note that a Personnel or Agent Permit 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>.



State of Georgia NONPUBLIC POSTSECONDARY EDUCATION COMMISSION

 **Sign in** 

State Authorization Management System

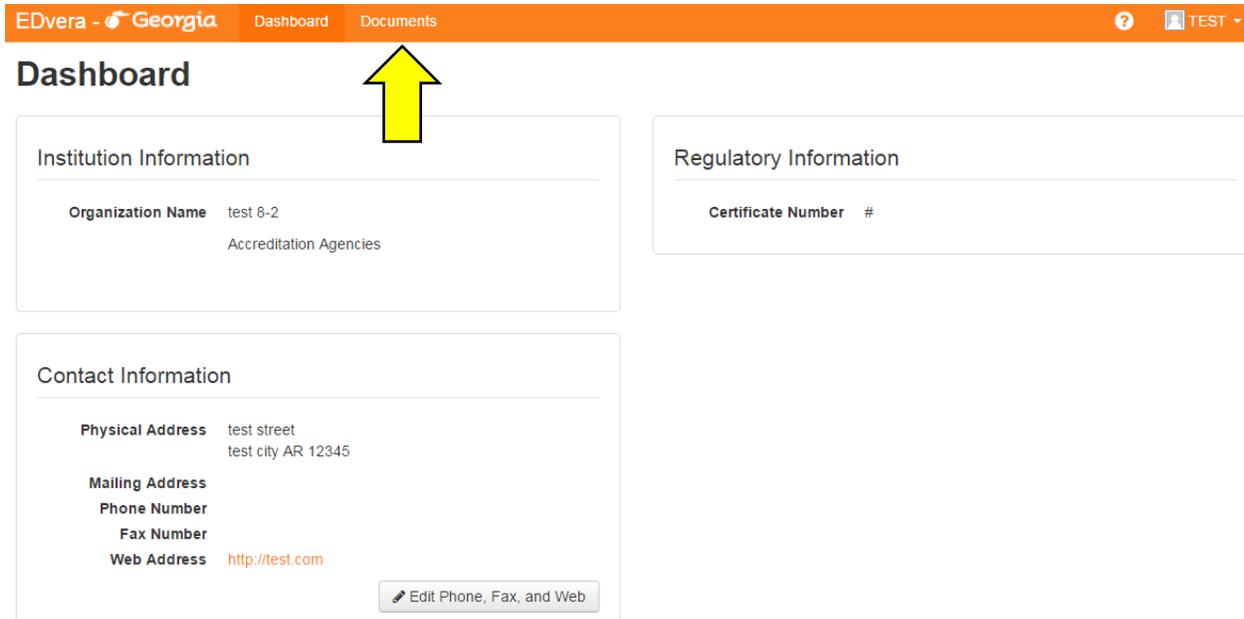
- Please select the "New User?" button to establish log in credentials.

Email

Remember Me [Forgot your password?](#)

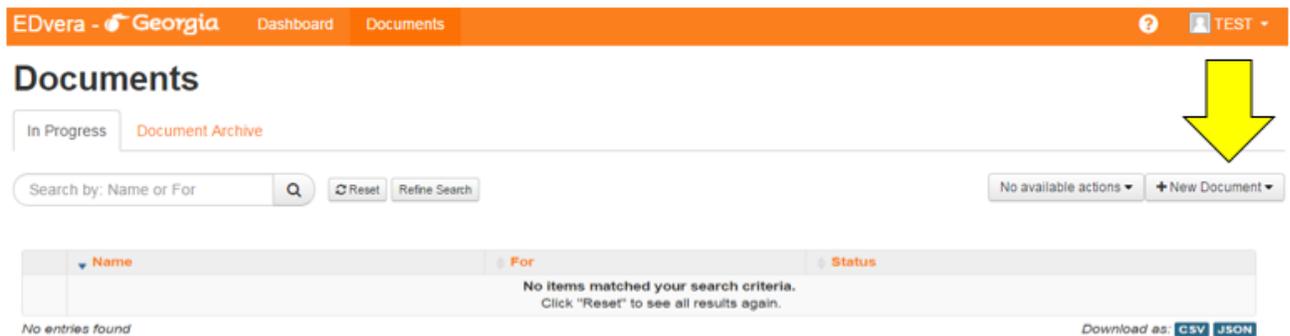


- To begin an application for **new** personnel or agents or to modify previously approved personnel or agents, select the “Documents” tab at the top of the screen.



The screenshot shows the EDvera Georgia Dashboard. The top navigation bar is orange and contains the logo, "Dashboard", and "Documents" tabs. A yellow arrow points to the "Documents" tab. Below the navigation bar, the "Dashboard" title is displayed. The main content area is divided into three sections: "Institution Information" (Organization Name: test 8-2, Accreditation Agencies), "Regulatory Information" (Certificate Number: #), and "Contact Information" (Physical Address: test street, test city AR 12345; Mailing Address; Phone Number; Fax Number; Web Address: http://test.com). An "Edit Phone, Fax, and Web" button is located at the bottom right of the Contact Information section.

- Click the “+ New Document” drop down menu to the right to create a new document.



The screenshot shows the EDvera Georgia Documents page. The top navigation bar is orange and contains the logo, "Dashboard", and "Documents" tabs. A yellow arrow points to the "+ New Document" button in the top right corner. Below the navigation bar, the "Documents" title is displayed. The main content area has a search bar with "In Progress" and "Document Archive" tabs. The search bar contains "Search by: Name or For" and a search icon. There are "Reset" and "Refine Search" buttons. To the right of the search bar, there are "No available actions" and "+ New Document" buttons. Below the search bar, there is a table with columns "Name", "For", and "Status". The table is empty and contains the message "No items matched your search criteria. Click 'Reset' to see all results again." At the bottom left, it says "No entries found". At the bottom right, it says "Download as: CSV JSON".

- You will then see the documents listed that you can create (as seen in the screenshot below). Once you choose which document to create, Personnel Data Inventory application, New Agent Permit application, Personnel Data Inventory Change application, or Agent Permit Change application, you will be brought to that document's introduction page. **For the purpose of these instructions, first, screenshots for Personnel Data Inventory applications and then Personnel Data Inventory Change applications will be provided. The process for applying for new or modifying existing agents is the same.**

EDvera - Georgia Dashboard Documents Help test test

Documents

In Progress Document Archive

Right click a row to edit or delete a document submission.

Search by: Name or For [Reset] Refine Search

Name	For	Status
No items matched your search criteria. Click "Reset" to see all results again.		

No entries found

- Accreditation Change Application
- Agent Permit Change Application
- Audit Only Exemption
- Bond Only Exemption
- Cosmetology School Exemption
- Financial Information
- Initial Authorization Application
- Initial Religious Exemption
- New Accreditation Application
- New Agent Permit Application
- New Notification Document
- New Program Application
- Personnel Data Inventory
- Personnel Data Inventory Change
- Program Change Application
- Religious Exemption Renewal
- Renewal of Authorization Application

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- To create a **new** personnel, you must add him/her as a "user" by selecting the "+" icon.

EDvera - Georgia Dashboard Documents ? TEST

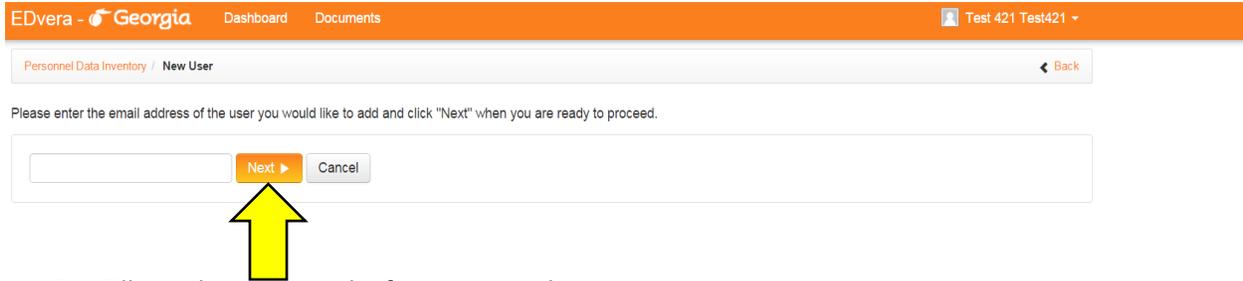
Personnel Data Inventory

To get started, select a user record for this person from the list below or click the '+' button to add a new one.

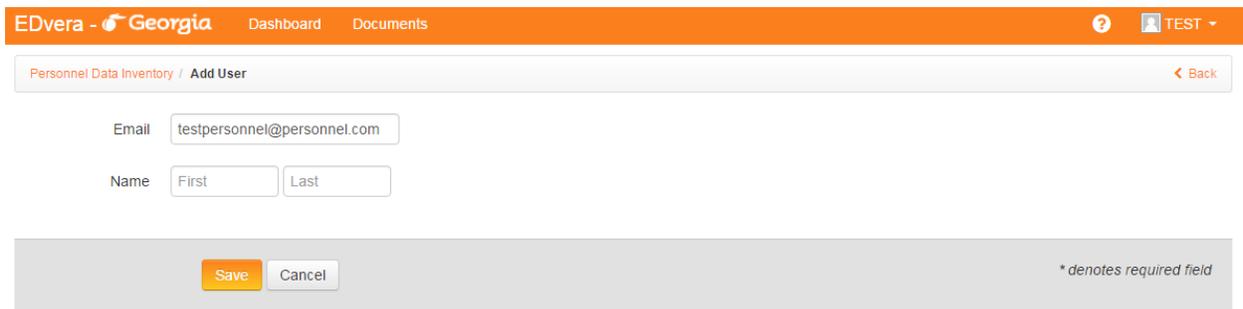
TEST TEST +

Cancel Continue

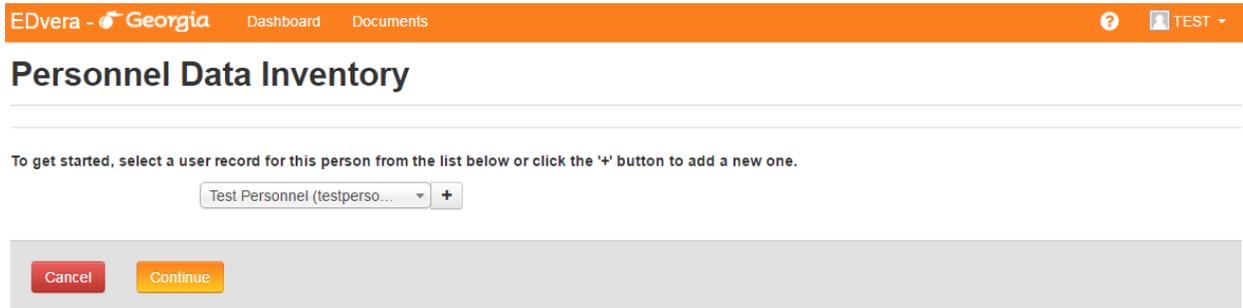
6. Enter the email address of the new personnel for which the application is being submitted, and select “next”.



7. Fill out the requested information and save.



8. Now that you have added the user, you can select his or her name from the dropdown list and click “continue” to fill out and submit the Personnel Data Inventory form.



9. Please fill out all contact, licensure, education, employment, and disclosure information to its fullest and submit. Application forms lacking information will be reverted.

Personnel Data Inventory

Print

Submission Comments **0** Status: **Unsubmitted** History

Contact Information

First Name	<input type="text" value="Test"/>	Email	<input type="text" value="testpersonnel@personnel.com"/>
Last Name	<input type="text" value="Personnel"/>	Phone Number	<input type="text"/>
Name Of Current Institution	<input type="text"/>	Current Hours Per Week	<input type="text"/>
Current Job Title	<input type="text"/>		
Principal Duties / Area Of Instruction	<input type="text"/>		

Professional and/or Trade Licensure

Trade License #	<input type="text"/>	Effective	<input type="text"/>
License Issuer / Type	<input type="text"/>	Expires	<input type="text"/>
Trade License #	<input type="text"/>	Effective	<input type="text"/>
License Issuer / Type	<input type="text"/>	Expires	<input type="text"/>

Education

High School Name And Address	<input type="text"/>		
From	<input type="text"/>	<input type="checkbox"/> Diploma or equivalent received	
To	<input type="text"/>		
College Name And Address	<input type="text"/>		
From	<input type="text"/>	Degree Received	<input type="text"/>
To	<input type="text"/>	Major/Minor	<input type="text"/>
Graduate School Name And Address	<input type="text"/>		
From	<input type="text"/>	Degree Received	<input type="text"/>
To	<input type="text"/>	Major/Minor	<input type="text"/>
Other School Name And Address	<input type="text"/>		
From	<input type="text"/>	Degree Received	<input type="text"/>
To	<input type="text"/>	Major/Minor	<input type="text"/>

Employment Experience

List most recent positions first.

From	<input type="text"/>	Position	<input type="text"/>
To	<input type="text"/>	Hours Per Week	<input type="text"/>
Employer And Address	<input type="text"/>	Duties	<input type="text"/>
From	<input type="text"/>	Position	<input type="text"/>
To	<input type="text"/>	Hours Per Week	<input type="text"/>
Employer And Address	<input type="text"/>	Duties	<input type="text"/>
From	<input type="text"/>	Position	<input type="text"/>
To	<input type="text"/>	Hours Per Week	<input type="text"/>
Employer And Address	<input type="text"/>	Duties	<input type="text"/>
From	<input type="text"/>	Position	<input type="text"/>
To	<input type="text"/>	Hours Per Week	<input type="text"/>
Employer And Address	<input type="text"/>	Duties	<input type="text"/>

Other Disclosures

1. Has this employee been dismissed or otherwise terminated by a previous employer? Identify the employer(s) and explain the circumstances of the termination.
 Yes No
2. If requested by the Georgia Nonpublic Postsecondary Education Commission, would this employee be able to furnish official transcripts from all institutions which he or she attended?
 Yes No
3. Has this employee ever been convicted for violation of any federal, state, or local law or ordinance (excluding minor traffic violations)? If yes, explain. Provide date(s) and location(s) below.
 Yes No
4. Military Service
 None Currently Active Discharged Other
Branch
From
To

Certification

I certify that all of the data and information in this application are true, complete and correct to the best of my knowledge and belief. I recognize that incomplete or inaccurate information may result in denial or revocation of a Certificate of Authorization for the institution at which I am employed. I authorize the release to the Georgia Nonpublic Postsecondary Education Commission any information pertinent to its personnel standards and regulations.

I Agree

Additional Documentation

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

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

10. To edit an existing personnel, select “Personnel Data Inventory Change” application under the “+New Document” tab.

The screenshot shows the EDvera Georgia interface. At the top, there is a navigation bar with 'EDvera - Georgia', 'Dashboard', and 'Documents'. Below this, the 'Documents' section is active, showing tabs for 'In Progress' and 'Document Archive'. A search bar is present with the text 'Search by: Name or For'. Below the search bar, there is a table with columns 'Name' and 'For'. The table contains one entry: 'Approval for Name Reservation' with 'Other Approval: test 8-2 (2016-08-02)'. To the right of the table, there is a dropdown menu labeled '+ New Document'. The menu is open, showing a list of document types. The item 'Personnel Data Inventory Change' is highlighted in orange, and a yellow arrow points to it from the right.

11. Select the name of the personnel for whom changes need to be made, and then select “Continue”.

The screenshot shows the 'Personnel Data Inventory Change' page. At the top, there is a navigation bar with 'EDvera - Georgia', 'Dashboard', and 'Documents'. Below this, the page title 'Personnel Data Inventory Change' is displayed. Underneath, there is a text prompt: 'To get started, select a user record for this person from the list below to update'. Below the prompt, there is a dropdown menu with the text 'Test Personnel (testpersonnel)'. Below the dropdown menu, there are two buttons: 'Cancel' and 'Continue'. A yellow arrow points to the 'Continue' button from the left.

12. Please fill out all contact, licensure, education, employment, and disclosure information to its fullest and submit. Application forms lacking information will be reverted.

Personnel Data Inventory Change

Print

Submission Comments 0 Status Unsubmitted History

Contact Information

First Name	<input type="text" value="Test"/>	Email	<input type="text" value="testpersonnel@personnel.com"/>
Last Name	<input type="text" value="Personnel"/>	Phone Number	<input type="text" value="a"/>
Name Of Current Institution	<input type="text"/>	Current Hours Per Week	<input type="text"/>
Current Job Title	<input type="text"/>		
Principal Duties / Area Of Instruction	<input type="text"/>		

Professional and/or Trade Licensure

Trade License #	<input type="text"/>	Effective	<input type="text"/>
License Issuer / Type	<input type="text"/>	Expires	<input type="text"/>
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Education

High School Name And Address	<input type="text"/>		
From	<input type="text"/>	<input type="checkbox"/> Diploma or equivalent received	
To	<input type="text"/>		

College Name And Address	<input type="text"/>		
From	<input type="text"/>	Degree Received	<input type="text"/>
To	<input type="text"/>	Major/Minor	<input type="text"/>

Graduate School Name And Address	<input type="text"/>		
From	<input type="text"/>	Degree Received	<input type="text"/>
To	<input type="text"/>	Major/Minor	<input type="text"/>

Other School Name And Address	<input type="text"/>		
From	<input type="text"/>	Degree Received	<input type="text"/>
To	<input type="text"/>	Major/Minor	<input type="text"/>

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To	<input type="text"/>	Hours Per Week	<input type="text"/>
Employer And Address	<input type="text"/>	Duties	<input type="text"/>
From	<input type="text"/>	Position	<input type="text"/>
To	<input type="text"/>	Hours Per Week	<input type="text"/>
Employer And Address	<input type="text"/>	Duties	<input type="text"/>
From	<input type="text"/>	Position	<input type="text"/>
To	<input type="text"/>	Hours Per Week	<input type="text"/>
Employer And Address	<input type="text"/>	Duties	<input type="text"/>
From	<input type="text"/>	Position	<input type="text"/>
To	<input type="text"/>	Hours Per Week	<input type="text"/>
Employer And Address	<input type="text"/>	Duties	<input type="text"/>

Other Disclosures

1. Has this employee been dismissed or otherwise terminated by a previous employer? Identify the employer(s) and explain the circumstances of the termination.
 Yes No
2. If requested by the Georgia Nonpublic Postsecondary Education Commission, would this employee be able to furnish official transcripts from all institutions which he or she attended?
 Yes No
3. Has this employee ever been convicted for violation of any federal, state, or local law or ordinance (excluding minor traffic violations)? If yes, explain. Provide date(s) and location(s) below.
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I Agree

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General Comments

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NOTES:

New Agent Permit and Agent Permit Change Applications

The process for completing New Agent Permit Applications or Agent Permit Change applications is the same as the process outlined above for personnel.

Removing Previously Approved Personnel and Agents

To remove previously approved personnel or agents, please contact your Standards Administrator with the names of the individuals who are no longer associated with your institution.

Reviewing Previously Approved Personnel and Agents

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 regarding previously approved personnel and agents to ensure that all the information provided from the previous years' applications is still current.