

GNPEC's Informational Welcome Packet

Congratulations on your proposal approval. This packet will give you a basic overview of the authorization process following the Initial Applicant Training.

Basic Information

What is authorization?

The state approval from GNPEC that is required for an institution to legally offer postsecondary education to residents of Georgia.

I don't consider myself a school; do I still need to get authorized?

Yes. If you offer instruction in Georgia or to a person who lives in Georgia, meaning you are training a person for work or you are helping a person take and pass certification exams to be eligible to work, you need to seek authorization.

Are authorization and accreditation the same thing?

No. Accreditation is a voluntary process of validation in which educational institutions of higher learning are evaluated by a peer review board. GNPEC does NOT accredit institutions and authorization is NOT voluntary.

How long will this process take?

Authorization usually takes between two and four months, but the length of time is entirely dependent on your institution's submission of materials and responsiveness to requests.

How much is this going to cost?

There are four fees you can expect to pay:

Application Evaluation Fee: covers the evaluation of an application for initial authorization
(Cost: \$1,500 for nondegree-granting institutions, \$3,000 for degree-granting institutions)

Authorization Fee: assessed annually to institutions as part of the application for authorization
(Cost: equal to 2/10 of one percent of estimated tuition and fees minus refunds. Min \$500)

Tuition Guaranty Trust Fund Fee: creates a financial safety net for students in the case of a school closing and paid for the first five years of authorization
(Cost: equal to 1/10 of one percent of estimated tuition and fees minus refunds. Min \$100)

Surety Bond: More information will be given at the Initial Applicant Workshop- don't get one yet!

Where will I submit my application and other required materials?

GNPEC uses a web-based application system called EDvera, which has several tabs for submitting different documents and application materials required for authorization. EDvera will be explained in greater detail during the Initial Applicant Workshop.

Application Requirements

Minimum Standards

An Enrollment Agreement: a contract between a student and the institution containing information about the institution, information about the program being taken, and the student's personal information. An example of this contract can be found on the GNPEC website

An Institution Course Catalog: A document giving to prospective students outlining offered Programs, Administrative Policies, and Admission Policies

An Organizational Chart: A graphic showing the administrative hierarchy of different positions, similar to a family tree for your organization

Experienced Personnel: Any and all personnel (i.e., staff, faculty, directors) must provide proof of qualifications, credentials, and/or experience

Program Requirements

Complete New Program Application: You will be required to submit completed New Program Applications for each proposed program.

Additional Required Documents: Each program application must also include a syllabus, program outline, and an example of a lesson plan. Samples/templates for each can be found on GNPEC's website here: [GNPEC Institutional Resources](#)

Additional Requirements

Site Visit and Equipment Check: A representative from GNPEC will visit your institution's physical location to make sure that your site and equipment are suitable for instructing

Qualified Instructors: You will be required to provide proof of qualified teaching staff capable of giving informed instruction to students.

What Can I Be Doing Now?

Begin Working on Course Catalog: The Course Catalog is the most comprehensive document you will need to create. Using the GNPEC Course Catalog Guidelines (attached to this email and available on the GNPEC website under "Institutional Resources"), you can begin creating the document. All the elements in the guidelines should be in the Course Catalog.