



NEWSLETTER

New Payment Portal

We have a new online payment portal! Please note that all fee payments can now be made via our website at our [Schedule of Fees](#) webpage.

Currently this portal is only accepting credit card payments. We are hoping to begin accepting Telecheck payments soon.

NOTE: If you make a payment, but are unsure if it has gone through, please contact your Regulatory Specialist before trying to make the same payment again.

Reminders for Renewals

Timely Renewal of Authorization:

Please be reminded that a complete Renewal of Authorization application and applicable fees are due at least 60 days prior to your institution's authorization expiration date.

Submission of application and fee(s) after the due date but prior to 30 days before expiration will be assessed a 25% late fee on the Authorization and TGTF Fees, if applicable.

Latest Updates in EDvera

Renewal Application Updates:

All institutions are now required to submit a sample transcript for review during their annual renewals. This will be an addition to the required Exhibits on Tab 3. Please note that on our [Institutional Resources](#) webpage, we have a sample Student Transcript Template that can be downloaded and customized for your institution. Additionally, accredited institutions must now answer a question about whether they accept Title IV funding.

Site Visit/Record-Keeping Resources

- [Site Visit Guidelines](#) (PDF, 318.71 KB)
- [Student Survey Sample](#) (DOC, 23.64 KB)
- [Student Transcript Template](#) (DOC, 13.33 KB)

Program Application Updates:

GNPEC has created separate New Program Applications and Program Change Applications for unaccredited and accredited institutions. For unaccredited institutions, new program applications will be limited to a single modality for the delivery of instruction (in-person, online, or hybrid). For each NEW program application submitted, the Program Evaluation Fee will be required per modality. These new applications are now live in EDvera. As a reminder, this update will only impact authorized institutions if the institution seeks to add NEW programming. Already approved programs will not be required to complete separate modality program change applications. As usual, non-substantive changes will not require a fee payment, but other substantive changes to a program will require the payment of the Program Evaluation Fee.

Upcoming Events

[Renewal Applicant Training \(Virtual\)](#) January 14 at 10 AM

Submission of application and fee(s) within 30 days of the expiration will be assessed a 50% late fee on the Authorization and TGTF Fees, if applicable.

Automatic revocation of authorization will result if the renewal application is not received by the expiration date. Should the institution seek to regain authorization, it must apply as a new institution (Initial Authorization Application) including being subject to all appropriate fees and bonding requirements.

Minimum Standard of the Month

The Minimum Standards provide specific criteria for compliance with the standards set forth in Georgia law. These standards are applied equally to all institutions authorized by GNPEC or seeking to get authorized by GNPEC.

Minimum Standard 7 contains guidelines for ensuring that institutions are compliant with local, state, and federal regulations.

Standard 7: Institutional and Business Entity Compliance

Statutory Authority: O.C.G.A. §§ 20-3-250.5(b)(2); 20-3-250.6(a)(7)

1. The institution must provide a current, filed copy of the Georgia Secretary of State Annual Registration for its operating entity and the most recently issued Georgia Secretary of State Certificate of Authority (if applicable).
2. The institution must be compliant with the Americans with Disabilities Act of 1990 (ADA) and regulations promulgated thereunder.
3. The institution and operating business entity must comply with all applicable federal, state, and local laws and regulations.
 - a. Failure to comply with O.C.G.A. §§ 20-3-250.7; 20-3-250.8 may be subject to penalties as determined by the most recent Commission-approved Schedule of Fines.