



Renewal Tips

Payments: When making payments, please enter the institution's name as it is written in EDvera (rather than a parent company's name). This ensures each payment is credited to the correct institution.

EDvera: If you experience any technical issues while working in EDvera, the fastest way to a resolution will be by contacting your Regulatory Specialist directly.

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.

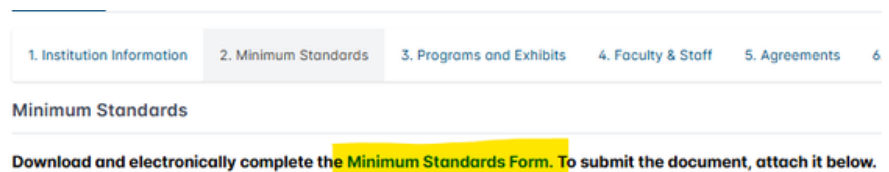
Latest Updates

Commission Updates:

At the February 24th Commission Meeting, the following updates to the Minimum Standards were approved:

1. In Minimum Standard 2.4, additional language related to a physical location of a distance education institution
2. In Minimum Standard 3.1, clarification of language related to faculty requirements for a certificate-granting institution
3. In Minimum Standard 4.3, the addition of the complaint policy as a requirement within an enrollment agreement or equivalent document
4. In Minimum Standard 8.2, providing for additional options for required financial reporting
5. In Minimum Standard 13.2, clarification of language related to substantive changes or cancellations to a program of study by an institution

As a result of these changes, all in-progress renewal applicants must complete an updated Minimum Standards form on Tab 2 of the Renewal of Authorization Application.



Renewal Information

Student Outcome Data Report:

As a reminder, all unaccredited institutions are required to provide enrollment information and student outcome data annually as part of the Renewal of Authorization Application.

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 of Authorization Application and all applicable fees are 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.

2025 Annual Registration:

The window for renewing your Annual Registration with the Georgia Secretary of State's office is from January 1 to April 1, 2025. It is required that each institution provides an updated Annual Registration document annually within the Renewal of Authorization Application. You can update your registration on the GA SOS's website [here](#).

DBA (“doing business as”) Requirement:

If your institution's name is different than what is registered with the Georgia Secretary of State's office, a DBA document will be required with each Renewal of Authorization Application. All applicants must have their operating name either registered with the GA SOS's office or have a DBA document by July 1, 2025.

Upcoming Events

Renewal Applicant Training (Virtual) - March 11 from 10-11:30 AM

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 9 contains guidelines for advertising to ensure no misleading or false information is presented to students or potential students.

Standard 9: Advertising

Statutory Authority: O.C.G.A. §§ 20-3-250.5(b)(2); 20-3-250.6(a)(9)

1. All published institutional documentation, including advertisements, must present only accurate information and should never engage in any communications that are false, deceptive, misleading, or unfair.
 - a. Any photos used must not be misleading.
 - b. Job placement cannot be guaranteed.
 - c. No service or equipment provided to enrolled students can be represented as “free.”
2. The institution will abide by all applicable consumer protection laws to ensure the fair and equitable treatment of all constituents (potential and enrolled students).
3. The institution will not use authorization by this agency as an endorsement or an apparent endorsement by the agency including but not limited to use on any advertisement, publication, statement, or credential awarded to graduates upon completion; provided, however, an institution shall not be prohibited from publicly stating that it has been duly authorized by this agency.