

Georgia Nonpublic Postsecondary Education Commission Initial Application Process

Step 1: Submit an Institutional Proposal, attend the Initial Applicant Training, and pay the Application Evaluation Fee. Upon completion of these requirements, you will be given access to Edvera to complete and submit the application package.

- Applicants must submit their Initial Authorization Application package within 90 days of the training; beyond this time frame, they will be required to attend the next Initial Applicant Training again. User access will be suspended and unable to access the application until the user's attendance at the next training.
- If an applicant is required to attend the Initial Applicant Training a second time, the Initial Authorization Application package must be submitted within 90 days of the second training; lack of complete submission beyond this time frame will result in a withdrawn application and require the institution to restart the initial application process, including resubmission of the proposal, Evaluation Application Fee, and Initial Applicant Training to continue.



Step 2: Initial Applicant (IA) Coordinator reviews the submitted application materials for completeness.

- If the Initial Authorization Application package is complete with all required documentation upon submission (no placeholder documents or blank content, complete program documentation that includes lesson plan, syllabus, and outlines for each program, clear facilities information provided), it will be assigned to a GNPEC Regulatory Specialist (RS) for a complete, detailed review of the **content** of the documents provided to ensure compliance with Minimum Standards.
- If the Initial Authorization Application package is INCOMPLETE, meaning missing or incomplete elements of the application, the IA Coordinator will provide detailed feedback outlining what needs to be done before the applicant can move forward in the process.
- If feedback is provided, the school will have **ONE** opportunity to resubmit the application **within 90 days** in accordance with the instructions provided.
- **IMPORTANT:** If the application is still insufficient for full review by an RS after resubmission, *the institution will be required to begin the initial application process, including resubmission of the proposal, Evaluation Application Fee, and Initial Applicant Training to continue.*
- Note: If the IA Coordinator determines that the application is grossly insufficient after the initial submission, attendance at the **next** Initial Applicant Training is required before the first resubmission will be permitted.



Step 3: Once assigned to a Regulatory Specialist for a detailed, comprehensive review of the content of the submitted documentation, resolve any provided feedback to ensure your application is in compliance with the Minimum Standards. This may include more detailed programmatic information, revised financials, or refinement of exhibits such as the catalog or enrollment agreement.



Step 4: Once Initial Authorization Application is complete, host an initial site visit if the institution is located in Georgia and pay remaining fees, Annual Authorization Fee and Tuition Guaranty Trust Fund Fee.