



NEWSLETTER

Important Notices

Payment Portal Hours Update:

Due to after-hours technical issues with the payment portals, GNPEC is temporarily only able to accept online payments **Monday – Friday from 8:30 am – 4:30 pm EST.**

Until there is a resolution, payments will not be processed after business hours or on weekends. We apologize for any inconvenience but be sure to plan accordingly so as not to accrue late fees.

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 25% of Authorization and TGTF Fee, if applicable.

Updates

Personnel Data Inventory (PDI) Requirements for Institutions

- Accredited institutions must submit personnel forms for all department heads (ex. deans/ division chairs, administrative directors/ supervisors) of the institution as well as for EDvera access contacts. All authorized programming must have a qualified individual on file that oversees the delivery of the program/program area.
- Unaccredited institutions must submit personnel for all faculty, staff, and EDvera access contacts.
- This information will be reviewed during each renewal period.

EDvera Tips

When working on an Initial or Renewal Application, the best way to communicate with your Regulatory Specialist (RS) is through the application's main Comment section.

Renewal of Authorization Application

Submission Review **Comments 0** Status: Pending Rs Approval History Actions

1. Institution Information 2. Minimum Standards 3. Programs and Exhibits 4. Faculty & Staff 5. Agreements

When you are ready to submit or re-submit your application to the RS, be sure to do so at the bottom of Tab 6. Otherwise, the RS will not be notified of any changes or updates made to the application.

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.

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

Automatic revocation of authorization will result if renewal application is submitted after 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 1, specifically, is where you can locate guidance on programming. There is detail on what elements will be required in the Program Application, as well as information about programmatic length, asynchronous vs. synchronous instruction, and more. There are also specific guidelines for degree-granting and nondegree-granting institutions. Please reach out to your Regulatory Specialist with any questions about this Minimum Standard.

Standard 1: Programmatic Integrity

Statutory Authority: O.C.G.A. §§ 20-3-250.5(b)(2); 20-3-250.6(a)(1)

An institution's programmatic offerings must sufficiently address the learning objectives to prepare graduates for employment in the field for which the training is offered, as determined by the GNPEC in its sole discretion.

1. Each individually offered program must be approved by GNPEC.
2. Each program of study must include the following:
 - Clear objectives;
 - Established and appropriate entrance requirements;
 - A detailed curriculum outline;
 - Theoretical and practical components;
 - Assessment of knowledge gained;
 - Remediation services; and
 - Final evaluation.
3. Each program must have syllabi and written lesson plans available for each course or, in the instance of single course programs, for the whole program.
4. Programmatic length must be satisfactory to ensure amount content offered is relative to the programmatic level.
 - Certificate—Minimum credit hours (or equivalent) as determined by the commission; can be offered at any postsecondary level
 - Associate—requires at least 60 semester credit hours (or equivalent)
 - Bachelor—requires at least 120 semester credit hours (or equivalent)
5. Institutions offering credit for experience and/or competency, or equivalent, must have a policy in place for how credit is granted based upon documented metrics.
6. Institutional accreditation must be first attained in order to offer graduate degree programs.
7. The institution must be able to make available a list of potential employment opportunities for which the program prepares.
8. If certification, licensure, or other state and/or national vocational approval may be required of the graduate to become employed in the field, the institution must disclose if the program does not meet those requirements prior to, or at the time of, enrollment in published institutional materials.
 - No program shall use the word “certified” in the program name unless the program is specifically designed to lead to an industry-recognized certification and the institution requires the student to sit and pass the exam for graduation from the program, or as determined by the Executive Director in his/her sole discretion.
9. The institution must have a system in place for evaluating and documenting student achievement such as through periodic examinations, skills assessment logs, and/or standardized achievement tests. Furthermore, the following practices are required:
 - Established grading system;
 - Ongoing/updated record of grades; and
 - Established exit criteria for determining successful completion of course work and programs.
10. The institution must incorporate teaching methods and procedures to provide for direct meaningful interaction between students and faculty.
 - The commission has the authority to deny programs for insufficient program length or curricular quality.
 - Unaccredited institutions are prohibited from offering fully asynchronous online-only program delivery, as determined by the commission, which includes the use of curriculums developed by third-party vendors. Hands on/lab training related to a field or profession associated with public health, public welfare, or public safety, as determined by the commission, must be done in person, not virtually.
 - Asynchronous delivery of the curriculum as part of the total clock hours of the program instruction may be denied by the Executive Director based on the nature of the occupations for which the training is intended.
11. The institution must periodically evaluate its ability to satisfy its mission statement through methods such as student surveys or an institutional effectiveness committee and develop procedures to improve its ability to satisfy its mission statement as necessary.
12. The institution must periodically survey faculty as part of an institution-wide evaluation of its ability to satisfy its mission statement.

Faculty and staff must be notified of relevant institutional policy changes through regular training and/or meetings.