



March 2025

Georgia Nonpublic Postsecondary Education Commission

NEWSLETTER

Welcome to our newest team member!

We are delighted to welcome Carley Henry to the GNPEC Team! Carley is joining us as our Administrative Assistant and will be your point of contact when calling the GNPEC office.

Carley is from Madison, GA and has a B.S. in Psychology from Georgia College & State University. In her last role, she worked as an assistant to an Owner/Operator of a Chick-fil-A, where she helped with administrative duties.

Upcoming Deadlines

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.

Communication Tips

Despite each Regulator Specialist (RS) having a caseload of over 60 institutions, our agency goal is to provide timely and thorough feedback to each of those institutions during the renewal period. To support this effort, please respond to feedback and ask questions within the EDvera platform itself when possible, using the primary comment section at the top of the Renewal of Authorization Application (or other relevant application that you are working on). As a note, EDvera will only notify your RS if you leave a comment in this main comment section or if you revert the application back to your RS. Any other work (or comment) in the application will not automatically notify your Regulatory Specialist.

Renewal of Authorization Application

Submission Review **Comments 14** Status Pending Rs Approval History

1. Institution Information 2. Minimum Standards 3. Programs and Exhibits

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.

Upcoming Events

Renewal Applicant Training (Virtual) - April 15 from 10-11:30 AM

School Spotlight

Have a success story you would like to share?

Please complete our School Spotlight form! Each month, we will be highlighting institutions who are making a positive impact on Georgia students.

Payment Portal Updates

GNPEC's online payment portal will no longer accept telecheck payments. Credit cards will be the only acceptable form of payment if choosing to pay online. Please note that there is a 3.25% service fee charge when using the online payment option.

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.

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 owner and employee character. Institutions must ensure that all communication with GNPEC, students, and others is professional and accurate, and must comply with state and local laws.

Standard 10: Owner and Employee Character

Statutory Authority: O.C.G.A. §§ 20-3-250.5(b)(2); 20-3-250.6(a)(10)

1. Any owner, agent, trustee, board member, faculty, and staff person must be of good moral character.
 - All communication, written or verbal, with GNPEC, students, and other stakeholders must be truthful, respectful, and appropriate.
 - Owners, agents, trustees, board members, faculty, and staff persons are expected to remain in compliance with Georgia and local law, particularly with regard to their professional duties.
2. Any owner, trustee, board member, faculty, and staff person must have adequate and appropriate education and/or experience required by his/her institutional role, as determined by GNPEC.
3. All ownership changes must comply with the requirements set forth in O.C.G.A. § 20-3-250.8(f).