

May 2024

**GEORGIA NONPUBLIC  
POSTSECONDARY EDUCATION COMMISSION**



**Recently Approved Updates from the May 20, 2024 Commission Meeting**

**Policy 16- Surety Bond Requirements**- *effective immediately*

Allowance for an irrevocable standby letter of credit in lieu of a bond.

**Minimum Standards Criteria**- *effective immediately*

*Any institution working on an application with the former Minimum Standards Criteria version uploaded must complete and upload the updated version prior to approval.*

**Standard 1-Programmatic Integrity:**

- 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.
- 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.

**Standard 3-Faculty and Staff:** For a certificate-granting program, the instructors must hold valid and current licensure/certification if the field of instruction requires licensure/certification for employment.

**Standard 6-Student Records:** Clarifying teach out responsibilities in the case of an institutional closure.

**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 accrue late fees.

## Reminders

### 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.

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.

### Change of Ownership

In accordance with [Policy 11](#), a new owner must within ten (10) business days of the official change of ownership pay the Change in Ownership Fee and notify GNPEC of the change of ownership using the GNPEC Change of Ownership Form located on GNPEC's [website](#).

If the new owner does not notify GNPEC by submitting the form and the fee within ten (10) days of the official change of ownership, the institution's authorization to operate shall terminate, and GNPEC will require the new owner to initiate the complete Initial Authorization Application along with the Application Evaluation Fee set forth by the GNPEC Schedule of Fees.

### **Change of Location**

Please note that you must have a change of location of an authorized institution approved by GNPEC prior to any instruction taking place at the new location. If an in-person site visit to review the facilities is deemed necessary due to the nature of the programming offered, a Site Visit Fee is assessed if the visit occurs outside of the annual renewal site visit requirement.

### **Institutional Responsibilities During a Closure**

In the event your institution must close, it is the institution's obligation to ensure no new students are enrolled during the months prior to the closure, current students have been taught out prior to the closure, active transfer agreements have been made and filed with NPEC for all programs that have currently enrolled students who were not able to complete the program, and records (preferably digital) are surrendered to NPEC.

### **LinkedIn**

If you haven't done so already, connect with [GNPEC on LinkedIn](#) for updates, news, and events.