



## OCTOBER 2023 NEWSLETTER

### NEWS

#### Hot Jobs

The Georgia Department of Labor has published a list of high demand jobs in Georgia: [Hot Jobs](#). We encourage our institutions to be mindful of the employment needs in the state and consider the type of education and training opportunities such areas of need might require.

#### Staff Changes

We are happy to announce that Michelle Williams has completed her onboarding and has fully assumed her institutional responsibilities conducting initial, renewal, and programmatic application reviews, virtual site visits, and serving as a source of knowledge and information for her institutional representatives.

### REMINDERS

#### 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.

#### 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.

#### Entrance Exams

GNPEC does not allow the use of in-house created entrance exams. Any entrance exam used to assess a student's status or ability must be an established exam, not one created by a school.

#### Program Change Applications

Please note that a Program Change Application will be required during an institution's Renewal of Authorization application process for authorized programs approved in 2019 and earlier. The purpose of this is to ensure that the currently required supporting programmatic information is on file and meets standards.

#### Change of Location

If your authorized institution is considering a change of location from your currently approved location, you must submit a request to GNPEC **before** moving locations. A visit may be required to ensure the space meets minimum standard requirements before approval may be given to operate in a space different from what was previously approved.

### **Change of Ownership**

Please be reminded that [GNPEC Policy](#) requires institutions to notify the commission of a change of ownership within 10 days of the official change of ownership and follow the required steps. Failure to do so will result in the termination of the institution's authorization to operate, and GNPEC will require the new owner to initiate the complete Initial Authorization Application with all applicable fees.

### **Inactivity Policy**

For unaccredited institutions, [GNPEC has defined an inactive program](#) to be an authorized program that has not had any enrolled student for at least two (2) years. Such programs will be inactivated, and institutions will not be permitted to offer that program. If the institution wishes to seek program approval in the future, a New Program Fee and New Program Application will be required.

For initial authorization applicants, the Initial Authorization Application will be removed from the system after three months of no activity on the application. Additionally, an authorization application must be completed within 12 months of the start date of the application, or it will be inactivated.

### **[School Spotlight](#)**

If your organization, students, or graduates have received accolades or other recognitions, please share them with GNPEC. We would love to hear about the impactful ways our institutions are serving Georgia! Thank you to those who have shared the accomplishments of their institutions with us and our commission.

### **TGTF Fee Payments**

If submitting a physical payment for the TGTF fee, please indicate on the form of payment itself the institution's name and that the payment you are making is for TGTF (in the memo field) to allow for more efficient processing of payment.

### **EDvera Notifications**

Please frequently check the status of your active applications in EDvera to ensure you have not missed an important comment or reversion of your working documents. Although you may have elected to receive notifications, the platform has recently experienced some issues with consistent notifications to users of comments or status changes (such as reverting an application back to the institutional user for edits).

### **[LinkedIn](#)**

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

### **UPCOMING EVENTS**

#### **Renewal of Authorization Application Training**

The next renewal training will be held virtually on Thursday, November 9, 2023 at 10am. This is a great opportunity for those completing the Renewal of Authorization for the first time or the tenth time to get helpful tips and information regarding the renewal application process.

Please contact your institution's Regulatory Specialist if you wish to attend.