

How to Complete a New or Modify an Existing Personnel Data Inventory or Agent Permit Application

The following chart outlines who at what type of institution requires a Personnel Data Inventory Form or Agent Permit Application to be submitted on his or her behalf.

Type of Institution*	Accreditation Status	Campus In GA?	Who Needs a Personnel Data Inventory Form?	Who Needs an Agent Permit?
In-State Based	Accredited	Yes	All department heads (ex. deans/ division chairs, administrative directors/ supervisors) of the institution and Edvera access contacts.	Any individual whose primary role is to recruit Georgia residents. No personnel form is also required.
Out-of-State Based	Accredited	Yes	All department heads (ex. deans/ division chairs, administrative directors/ supervisors) of the institution and Edvera access contacts.	Any individual whose primary role is to recruit Georgia residents. No personnel form is also required.
Out-of-State Based (Online)	Accredited	No	All department heads (ex. deans/ division chairs, administrative directors/ supervisors) of the institution and Edvera access contacts.	Any individual whose primary role is to recruit Georgia residents. No personnel form is also required.
In-State Based	Unaccredited	Yes	All faculty and staff of the institution.	Any individual whose primary role is to recruit Georgia residents. No personnel form is also required.
Out-of-State Based	Unaccredited	Yes	All faculty and staff of the institution.	Any individual whose primary role is to recruit Georgia residents. No personnel form is also required.
Out-of-State Based (Online)	Unaccredited	No	All faculty and staff of the institution.	Any individual whose primary role is to recruit Georgia residents. No personnel form is also required.

*Each "Type of Institution" should be assessed by its individual qualities regardless of the presence of additional authorized campuses. GNPEC reserves the right to request additional personnel/agent documentation, if need be.

Each application must be completed to its fullest. The application will be evaluated and approved or denied individually. Though the required number of individual personnel data inventory forms and agent permit forms to be submitted has been reduced, it is the responsibility of the institution to attest that the institution adheres to the Minimum Standards regarding administrator and faculty credentials. Please note that a Personnel or Agent Permit Application being approved before the institutional application is approved does not mean that the Application for Initial or Renewal Authorization is complete.

1. Log into the system at <http://ga.edvera.com>.



State of Georgia
NONPUBLIC POSTSECONDARY
EDUCATION COMMISSION

Sign in

State Authorization Management System

- Please select the "New User?" button to establish log in credentials.

Email

Remember Me [Forgot your password?](#)

2. To begin an application for new personnel or agents or to modify previously approved personnel or agents, select the "Documents" tab at the top of the screen.

3. Click the “+ Start Document” drop down menu to the right to create a new document.

4. You will then see the documents listed that you can create (as seen in the screenshot below). Once you choose which document to create, *Personnel Data Inventory* application, *New Agent Permit* application, *Personnel Data Inventory Change* application, or *Agent Permit Change* application, you will be brought to that document's introduction page. **For the purpose of these instructions, first, screenshots for new Personnel Data Inventory applications and then Personnel Data Inventory Change applications will be provided. The process for applying for new or modifying existing agents is the same.**

EDvera - Georgia Dashboard Documents Help test test

Documents

In Progress Document Archive

Right click a row to edit or delete a document submission.

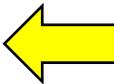
Search by: Name or For [Reset] [Refine Search]

No available actions + Start Document

Name	For	Status
No items matched your search criteria. Click "Reset" to see all results again.		

No entries found

- Accreditation Change Application
- Agent Permit Change Application
- Audit Only Exemption
- Bond Only Exemption
- Cosmetology School Exemption
- Financial Information
- Initial Authorization Application
- Initial Religious Exemption
- New Accreditation Application
- New Agent Permit Application
- New Notification Document
- New Program Application
- Personnel Data Inventory
- Personnel Data Inventory Change
- Program Change Application
- Religious Exemption Renewal
- Renewal of Authorization Application



5. To create a **new** personnel, you must add him/her as a “user” by selecting the “+” icon.

EDvera - Georgia Dashboard Documents TEST

Personnel Data Inventory

To get started, select a user record for this person from the list below or click the “+” button to add a new one.

TEST TEST +

Cancel Continue



6. Enter the email address of the new personnel for which the application is being submitted, and select “Next”.

EDvera - Georgia Dashboard Documents Test 421 Test421

Personnel Data Inventory / New User Back

Please enter the email address of the user you would like to add and click "Next" when you are ready to proceed.

[Email Input] Next Cancel



7. Fill out the requested information and select "Save".

EDvera - Georgia Dashboard Documents ? TEST

Personnel Data Inventory / Add User < Back

Email testpersonnel@personnel.com

Name First Last

Save Cancel * denotes required field

8. Now that you have added the user, you can select his or her name from the dropdown list and click "Continue" to fill out and submit the Personnel Data Inventory form.

EDvera - Georgia Dashboard Documents ? TEST

Personnel Data Inventory

To get started, select a user record for this person from the list below or click the '+' button to add a new one.

Test Personnel (testperso... +

Cancel Continue

9. Please fill out all contact, licensure, education, employment, and disclosure information to its fullest and submit. Application forms lacking information will generate an error message preventing the user from submitting the application.

EDvera - Georgia Dashboard Documents ? TEST

Personnel Data Inventory

Print

Submission Comments 0 Status: Unsubmitted History

Contact Information

First Name Test Email testpersonnel@personnel.com

Last Name Personnel Phone Number

Name Of Current Institution Current Hours Per Week

Current Job Title

Principal Duties / Area Of Instruction

Professional and/or Trade Licensure

Trade License # Effective

License Issuer / Type Expires

Trade License # Effective

License Issuer / Type Expires

Education

High School Name And Address

From Diploma or equivalent received

To

College Name And Address

From Degree Received

To Major/Minor

Graduate School Name And Address

From Degree Received

To Major/Minor

Other School Name And Address

From Degree Received

To Major/Minor

Employment Experience

List most recent positions first.

From Position

To Hours Per Week

Employer And Address Duties

From Position

To Hours Per Week

Employer And Address Duties

From Position

To Hours Per Week

Employer And Address Duties

From Position

To Hours Per Week

Employer And Address Duties

Other Disclosures

1. Has this employee been dismissed or otherwise terminated by a previous employer? Identify the employer(s) and explain the circumstances of the termination.
 Yes No
2. If requested by the Georgia Nonpublic Postsecondary Education Commission, would this employee be able to furnish official transcripts from all institutions which he or she attended?
 Yes No
3. Has this employee ever been convicted for violation of any federal, state, or local law or ordinance (excluding minor traffic violations)? If yes, explain. Provide date(s) and location(s) below.
 Yes No
4. Military Service
 None Currently Active Discharged Other
Branch
From
To

Certification

I certify that all of the data and information in this application are true, complete and correct to the best of my knowledge and belief. I recognize that incomplete or inaccurate information may result in denial or revocation of a Certificate of Authorization for the institution at which I am employed. I authorize the release to the Georgia Nonpublic Postsecondary Education Commission any information pertinent to its personnel standards and regulations.

I Agree

Additional Documentation

If there is any additional documentation to be submitted with this application, please attach it here.

To attach a file drag & drop here or click to choose

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

Save and Exit Save Submit

10. To modify an existing personnel, select “Personnel Data Inventory Change” application under the “+New Document” tab.

EDvera - Georgia Dashboard Documents TEST

Documents

In Progress Document Archive

Search by: Name or For [Reset] [Refine Search]

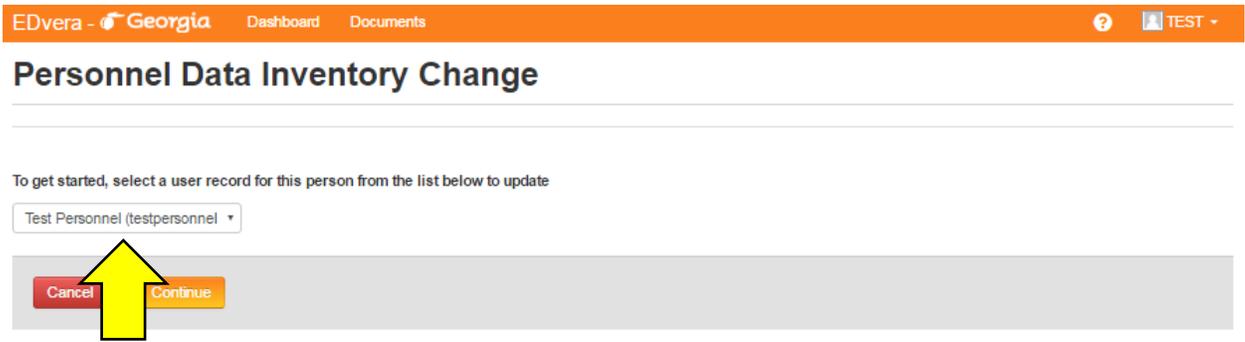
Name	For
Approval for Name Reservation	Other Approval: test 8-2 (2016-08-02)

Displaying 1 Add request

No available actions + New Document

- Accreditation Change Application
- Agent Permit Change Application
- Audit Only Exemption
- Bond Only Exemption
- Cosmetology School Exemption
- Financial Information
- Initial Authorization Application
- Initial Religious Exemption
- New Accreditation Application
- New Agent Permit Application
- New Notification Document
- New Program Application
- Personnel Data Inventory
- Personnel Data Inventory Change**
- Program Change Application
- Religious Exemption Renewal
- Renewal of Authorization Application

11. Select the name of the personnel for whom changes need to be made, and then select “Continue”.



12. The information from the most recent submission will automatically populate; therefore, you need only to update any information that requires revision. However, any forms lacking information will generate an error message preventing the user from submitting the application.

NOTES:

New Agent Permit and Agent Permit Change Applications

The process for completing New Agent Permit Applications or Agent Permit Change applications is the same as the process outlined above for personnel.

Removing Previously Approved Personnel and Agents

To remove previously approved personnel or agents, please contact your Regulatory Specialist with the names of the individuals who are no longer associated with your institution.

Reviewing Previously Approved Personnel and Agents

During each year’s Renewal of Authorization application, it is the responsibility of the individual completing the application and making the attestations to review the information provided regarding previously approved personnel and agents to ensure that all the information provided from the previous years’ applications is still current.