

## How to Complete a New or Modify a Previously Approved Program Application



A New Program Application is required for any program that an institution wishes to offer a resident of Georgia, and a Program Change Application is required for any substantive/significant changes being requested for a previously approved program. The process for determining whether or not a change is deemed “substantive” is outlined in these instructions.

Please complete each application to its fullest; each will be evaluated and approved or denied individually. Please note that a New Program or Program Change 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.

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Email

Remember Me [Forgot your password?](#)



- To begin an application for a **new** program, select the “Documents” tab at the top of the screen. **For the purpose of these instructions, first, screenshots for New Program applications will be provided. Program Change Applications require additional contact with your institution’s Regulatory Specialist and will be explained in #7.**

EDvera - Georgia Dashboard Documents ? TEST

## Dashboard

**Institution Information**

Organization Name test 8-2  
Accreditation Agencies

**Regulatory Information**

Certificate Number #

**Contact Information**

Physical Address test street  
test city AR 12345

Mailing Address  
Phone Number  
Fax Number  
Web Address <http://test.com>

Edit Phone, Fax, and Web

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

EDvera - Georgia Dashboard Documents ? TEST

## Documents

In Progress Document Archive

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 Download as: CSV JSON

- You will then see the documents listed that you can create (as seen in the screenshot below). Once you choose which document to create, New Program Application, you will be brought to that document's introduction page.

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

- 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

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

No entries found

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- To begin an application for a **new** program, enter the name of the new program and select "Continue".

EDvera - Georgia Dashboard Documents ? TEST

## New Program Application

Enter The Name Of The New Program.

Cancel Continue

6. Now that you have provided the name of the new program, please fill out all program information to its fullest and submit. The option to attach documentation is not to be used in lieu of inputting information in the “Descriptions” section; it is meant to be used as a supplement. Application forms lacking information will be reverted.

EDvera - Georgia   Dashboard   Documents   ?   TEST

## New Program Application

Print

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Submission
Comments 0
Status: Unsubmitted
History

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### Program Information

Name   
(ex. Associate of Arts in Education)

Custom Program Award

(ex. AA)

Program Award Level

### Costs

Tuition \$

Fees \$

Other Costs \$

Explain if "Other Costs" are associated with this program.

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### Program Hours

How Are The Program Hours Calculated?    Clock Hour    Quarter Credit Hour    Semester Credit Hour

Total Program Hours

### Hours

	Full Time	Part Time
Hours Per Week	<input type="text"/>	<input type="text"/>
Weeks To Complete	<input type="text"/>	<input type="text"/>

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### Descriptions

- List the subject titles for classes included in this program.
- Describe the objectives of this program.
- List jobs attainable through training provided by this program.
- List entrance requirements for this program (include any tests used, with cut-off scores).

5. List instructional methods used in this program (include list of instructional materials and textbooks)..

6. Describe facilities and equipment used for this program.

### Program Type Specific Questions

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1. Is this program taught through distance education?

Yes  No

2. Does this program require approval of another state agency?

Yes  No

3. Do graduates of this program require a state license or other certification in order to become employed?

Yes  No

### Enrollment Statistics

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Estimate the requested information for the first twelve months of GNPEC authorization.


Total Cumulative Enrollment For Year

Total Number Of Withdrawals

### Additional Documentation

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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

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If necessary, comments may be provided below in order to provide additional clarification with regards to items or content submitted on this page

## 7. Modifying Previously Approved Programs

Before completing a Program Change Application for a program that was previously approved, institutions should inquire about program modifications by emailing the institution's Regulatory Specialist (RS) with the following information: name of the institution (and specific campus, if applicable), name of the authorized program, and the details of the proposed changes.

Your institution's RS will determine whether the requested program modification is deemed to be substantive or non-substantive. For GNPEC purposes, substantive/significant will be quantified as at least 25% program change.

### Substantive Changes

8. If the RS determines that the nature of the modifications requested is substantive, meaning 25% or more change, a Program Change Application and Program Evaluation Fee must be submitted. Please note that GNPEC reserves the right to have the program independently evaluated before program approval will be granted. See the Schedule of Fees for the fee break down.
9. To complete a Program Change Application, select "Program Change Application" under the "+New" document tab.

The screenshot displays the EDvera Georgia Documents interface. At the top, there is a navigation bar with 'EDvera - Georgia', 'Dashboard', 'Documents', and 'Help'. A user profile 'test test' is visible in the top right. Below the navigation bar is the 'Documents' section. A 'Tips' box provides instructions on archiving and editing documents. A search bar is present with 'Search by: Name or For' and buttons for 'Reset' and 'Refine Search'. A table with columns 'Name', 'For', and 'Status' is shown, but it contains no data and a message: 'No items matched your search criteria. Click "Reset" to see all results again.' To the right of the table is a '+ New' dropdown menu. The dropdown menu lists various document types, including 'Agent Permit Change Application', 'Audit Only Exemption', 'Bond Only Exemption', 'Cosmetology School Exemption', 'Exempt Initial Application', 'Financial Information', 'Initial Authorization Application', 'New Agent Permit Application', 'New Notification Document', 'New Program Application', 'Personnel Data Inventory', 'Personnel Data Inventory Change', 'Program Change Application', 'Religious Exemption', 'Religious Exemption Renewal', and 'Renewal of Authorization Application'. A yellow arrow points to 'Program Change Application' in the dropdown menu.

10. Select the name of the program for which changes need to be made, and then select “Continue”.

The screenshot shows the top navigation bar with 'EDvera - Georgia', 'Dashboard', and 'Documents'. On the right, there is a help icon and a user profile labeled 'TEST'. Below the navigation bar is the title 'Program Change Application'. A text prompt reads 'Please select the program you would like to update:'. A dropdown menu is open, showing 'Certificate in Test Programmir'. At the bottom of the form, there are two buttons: 'Cancel' (red) and 'Continue' (orange). A yellow arrow points to the 'Continue' button.

11. The program information from the previous submission should be pre-populated. Please make the necessary changes. If for some reason the information is not pre-populated, please complete all the fields. The option to attach documentation is not to be used in lieu of inputting information in the “Descriptions” section; it is meant to be used as a supplement. Application forms lacking information will be reverted.

The screenshot shows the 'Program Change Application' form with a navigation bar at the top. Below the title, there are tabs for 'Submission', 'Comments' (with a '0' indicator), 'Status: Unsubmitted', and 'History'. A 'Print' button is visible on the right. The form is divided into two main sections: 'Program Information' and 'Costs'.  
Under 'Program Information':  
- Name: Certificate in Test Programming (ex. Associate of Arts in Education)  
- Custom Program Award: [Empty text box]  
- Program Award Level: Certificate (dropdown menu)  
Under 'Costs':  
- Tuition: \$ 0.0  
- Fees: \$ 0.0  
- Other Costs: \$ 0.0  
Below the 'Other Costs' field, there is a text prompt: 'Explain if "Other Costs" are associated with this program.' followed by a large empty text area.

## Program Hours

How Are The Program Hours Calculated?  Clock Hour  Quarter Credit Hour  Semester Credit Hour

Total Program Hours

## Hours

	Full Time	Part Time
Hours Per Week	<input type="text"/>	<input type="text"/>
Weeks To Complete	<input type="text"/>	<input type="text"/>

## Descriptions

1. List the subject titles for classes included in this program.

2. Describe the objectives of this program.

3. List jobs attainable through training provided by this program.

4. List entrance requirements for this program (include any tests used, with cut-off scores).

5. List instructional methods used in this program (include list of instructional materials and textbooks).

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## Program Type Specific Questions

1. Is this program taught through distance education?

Yes  No

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## Enrollment Statistics

Estimate the requested information for the first twelve months of GNPEC authorization.

Total Cumulative Enrollment For Year

Total Number Of Withdrawals

## Additional Documentation

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



## General Comments

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## 12. Non-Substantive Changes

If the RS deems the modifications to be non-substantive, meaning that the requested changes are quantifiably less than 25%, no Program Change Application or fee is required; however, your RS will notify you that you must update that program's information via a Program Change Application. The program information from the previous submission should be pre-populated in the Program Change Application. Please make the necessary changes.

### NOTES:

#### Removing Previously Approved Programs

To remove previously approved programs, please contact your Regulatory Specialist with the names of the programs that are no longer offered at your institution.

#### Reviewing Previously Approved Programs

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 for previously approved programs to ensure that all the information is current.