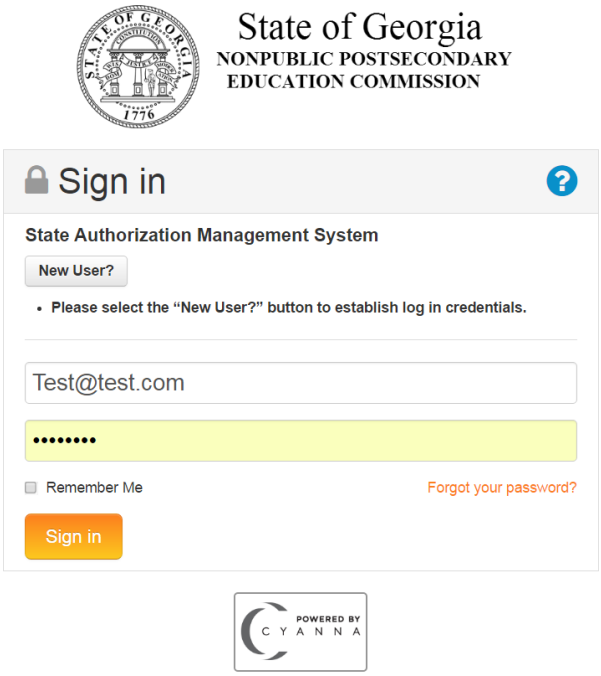
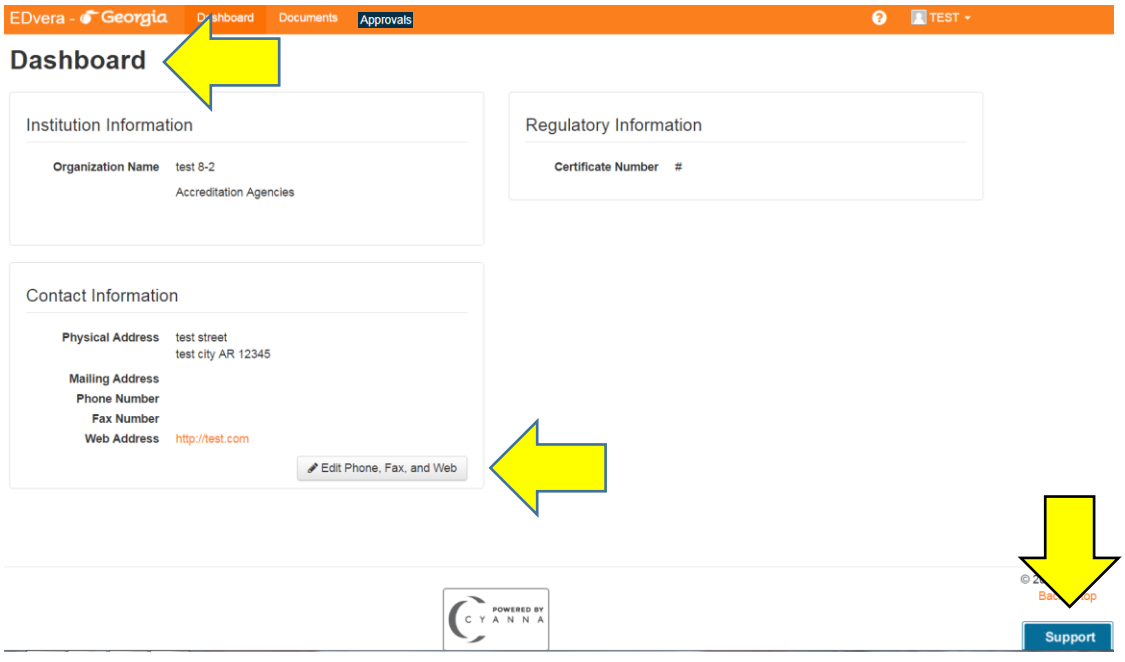
# How to Complete a Renewal of Authorization Application

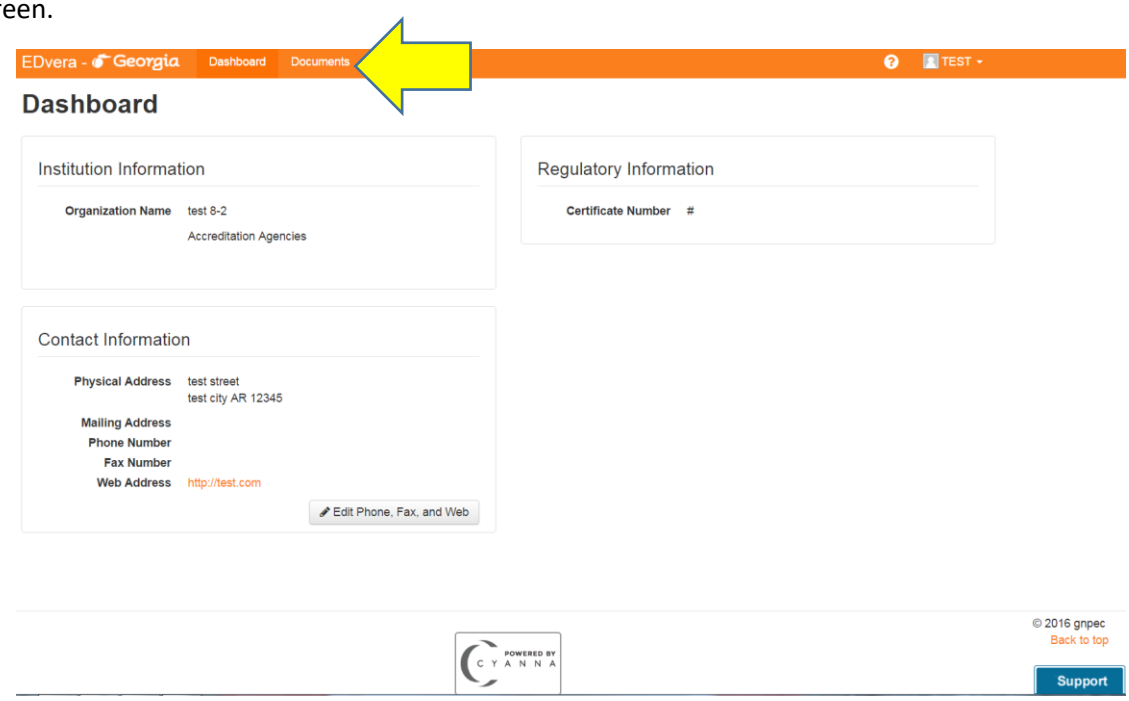
1. Log in to the system at http://ga.edvera.com with the password that has been provided to you by your Regulatory Specialist (RS).



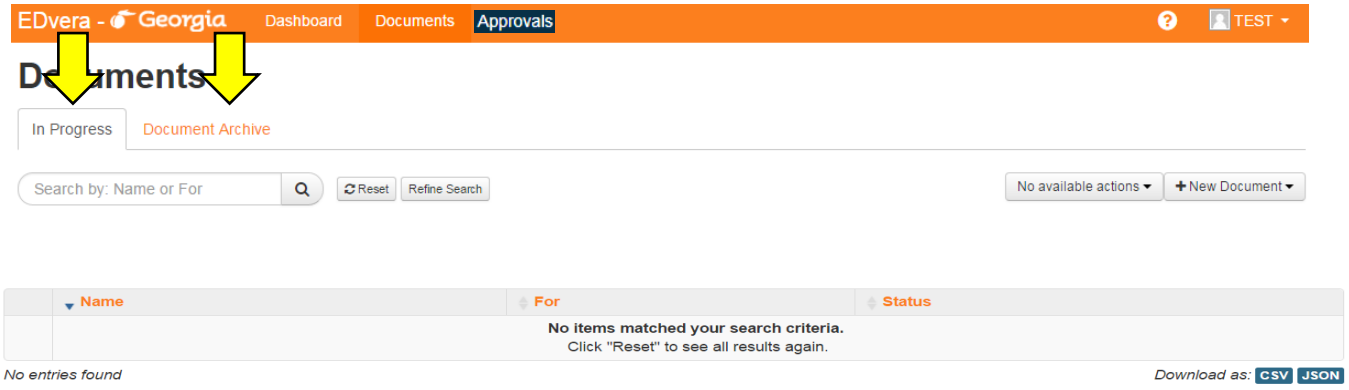

2. After logging in, you will be on the "Dashboard" screen. The "Dashboard" serves as a "profile" page where basic institution information can be found. If any general institution information found on the Dashboard needs updating, select the "Edit Phone, Fax, and Web" button. A change to the name or address of the institution requires a fee and process; therefore, contact your Regulatory Specialist (RS) regarding such changes.



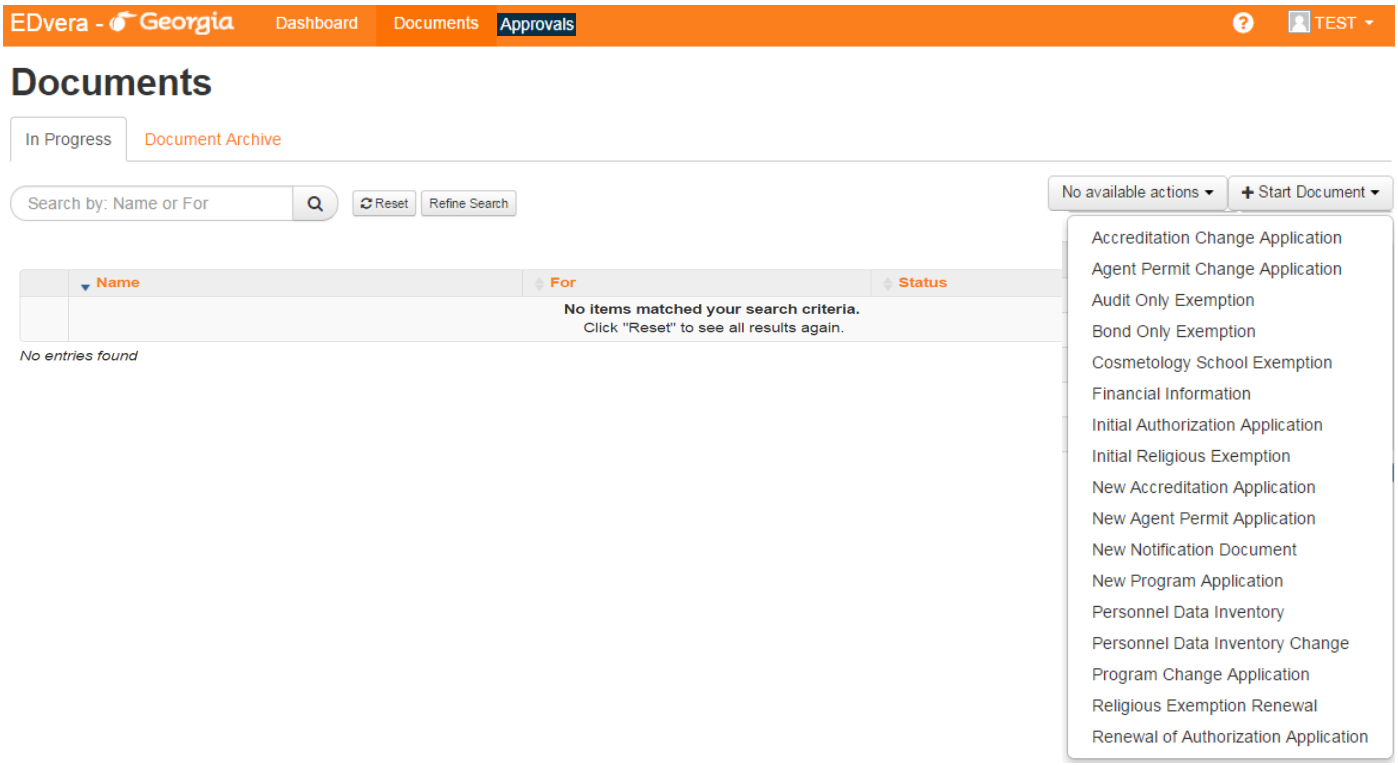
3. To begin an application for ***Renewal of Authorization***, select the "Documents" tab at the top of the screen.



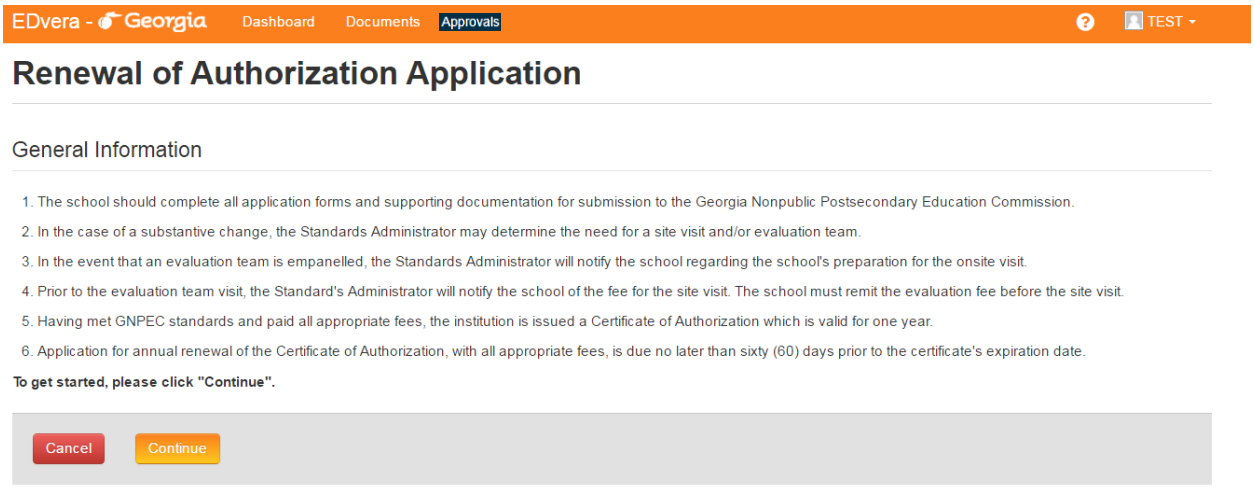

4. The "Documents" tab will list all applications that you have begun and are in progress, have submitted, and have been approved. "In Progress" will list all applications that you have begun, are in progress, and/or have submitted. "Document Archive" stores documents that have received final approval. By clicking on the name of the document, you are taken to a screen where edits on "Unsubmitted" or "Reverted to Institution" (see step 15) documents can be made.



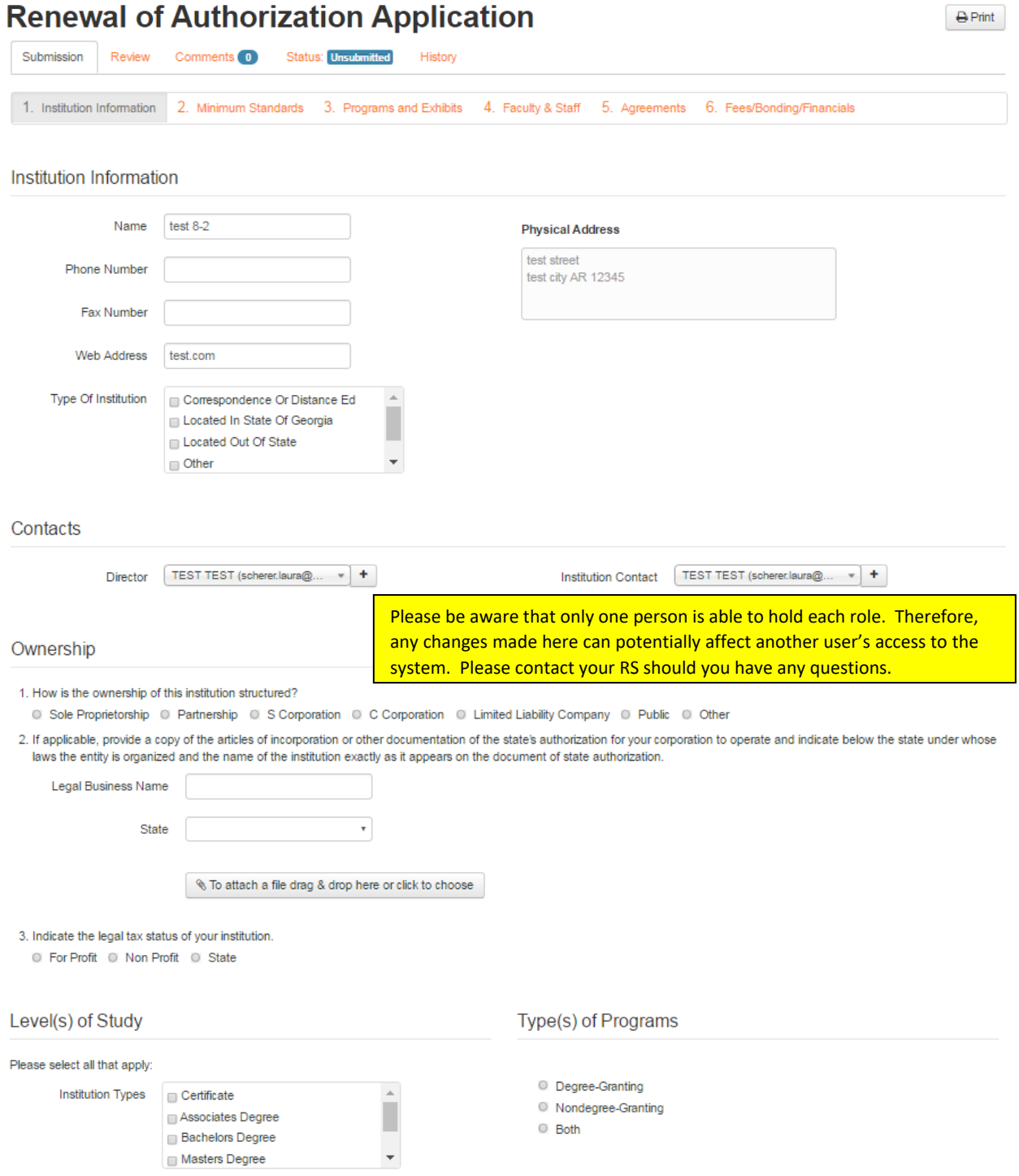
5. Click the "+ Start Document" drop down menu to the right to create a new document. You will then see the documents listed that you can create (as seen in the screenshot below). Once you choose which document to create, in this case the Renewal of Authorization Application, you will be brought to that document's introduction page.

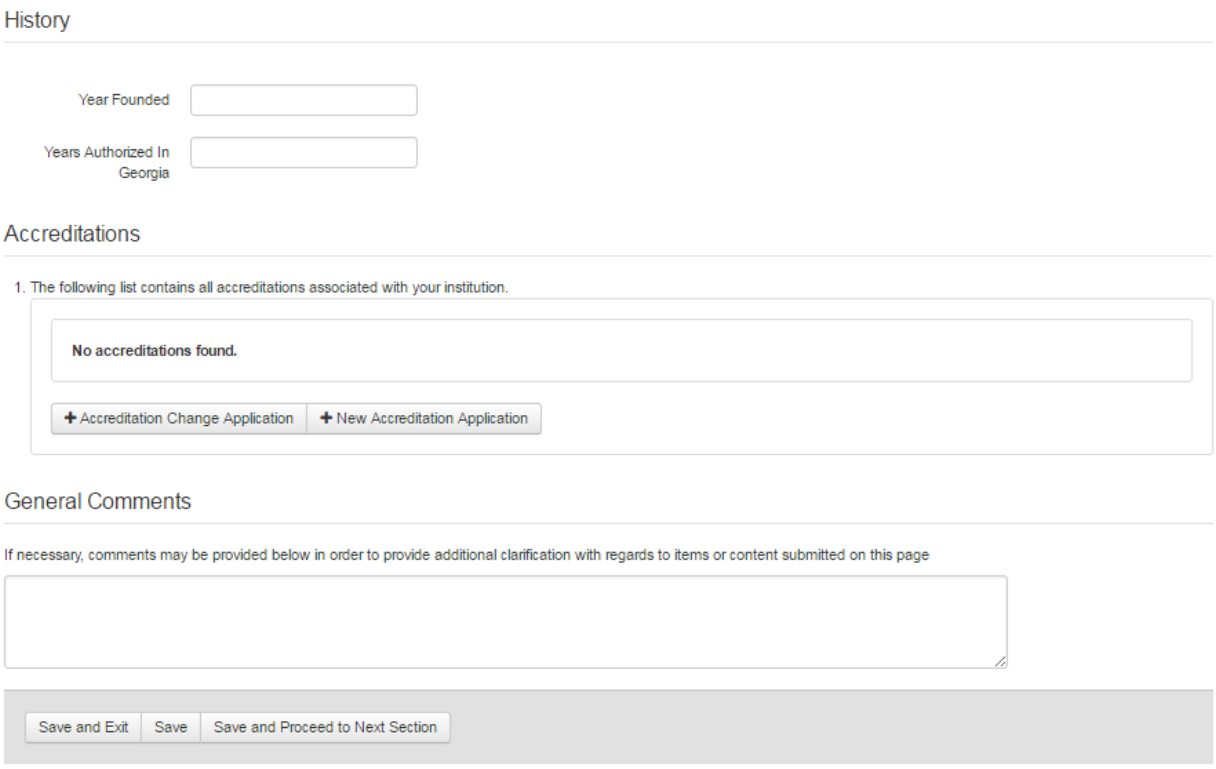



6. Certify that you have read and understand the information provided to you regarding submitting a Renewal of Authorization Application. Then select "Continue".



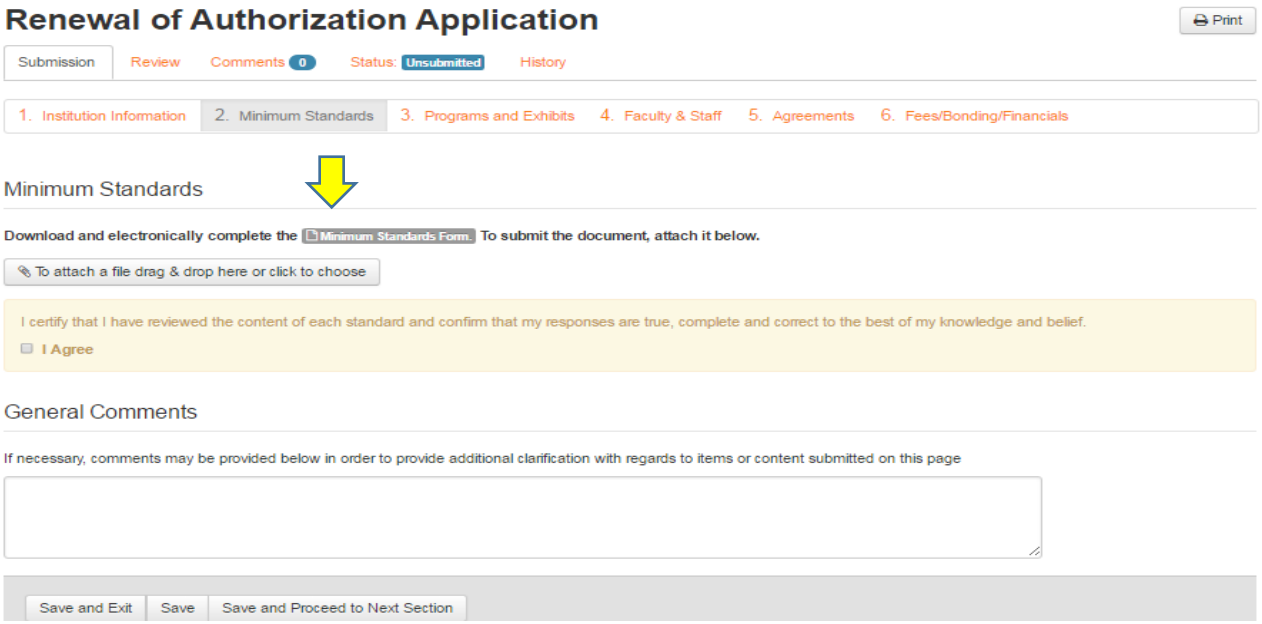
7. Input information into all the available fields. Please note that some information will be automatically populated since it has been provided in previous applications. If the text is gray, it cannot be changed by the user. Contact your RS if such changes need to be made. Select "Save" or "Save and Proceed to Next Section" prior to selecting another tab to complete.



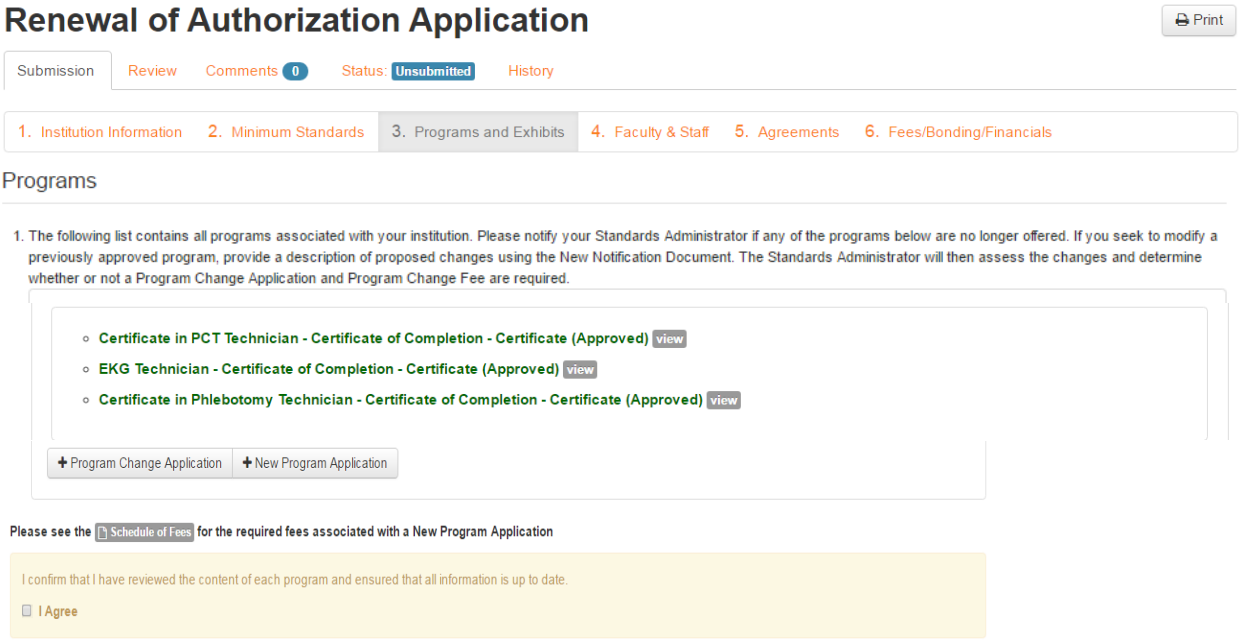



Please note, if your institution is accredited by a U.S.-based accrediting association recognized by the U.S. Secretary of Education but is not listed above, please select the "New Accreditation Application" document to provide the relevant information. If an accreditation is currently listed, please review it for accuracy, and complete the "Accreditation Change Application", if applicable.

8. A completed Minimum Standards checklist must be attached and submitted along with the Renewal of Authorization Application. You can do so by downloading the "Minimum Standards Form", completing it digitally, saving it to your computer, and then uploading the completed, saved checklist by clicking "To attach a file drag & drop here or click to choose". Then select "Save" or "Save and Proceed to Next Section".



9. The programs that have previously been authorized by NPEC will be listed in the Programs section. If a program is no longer being offered, please notify your Regulatory Specialist (RS) so that the program can be removed from your instiution's authorized program list.

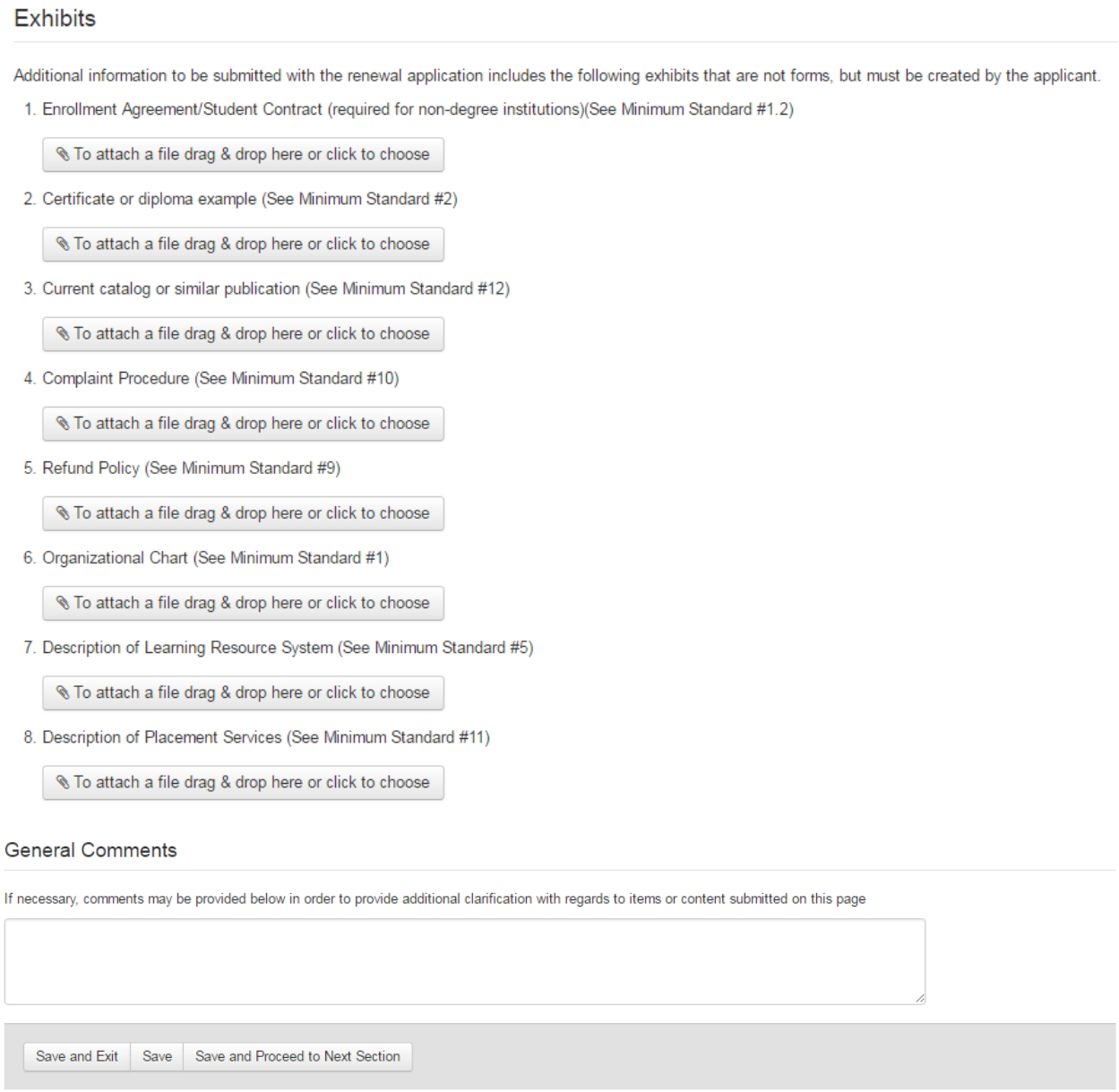



10A. If you seek to make changes to a previously approved program, email your RS to determine if it is substantive or nonsubstantive and if Program Evaluation Fees will or will not be incurred. Then start a "Program Change Application" for the affected program, make the changes, and fill in any fields that are blank.

10B. If you seek to have new programs approved, complete and submit a "New Program Application". A Program Evaluation Fee will be incurred for new program applications. Please refer to the Schedule of Fees.

Please note that there is a separate approval process for each document. Each document (application) submitted through Edvera has an associated status. Within the Programs section, you will see the approved programs and also those you began and/or submitted for approval. Possible statuses are "Unsubmitted", "Pending SA Approval", "Reverted to Institution", and "Approved". "Pending SA Approval" means that you have submitted that application to your Regulatory Specialist (RS) for review. "Reverted to Institution" means that the RS returned the application to you to make revisions. You will have to review the comment under the "Comment" tab, which is available on each document, made by the RS regarding the revision, make the necessary changes, and resubmit it.

11. When you are finished adding programs, continue filling out tab 3, Programs and Exhibits, to add exhibits for the institution. Each exhibit must be created by the applicant and then uploaded to the application. Please reference the Minimum Standards to ensure that the exhibits you create are compliant with NPEC Standards. Then select "Save and Proceed to Next Section".




12. The personnel and agents that have previously been authorized by NPEC will be listed in tab 4, "Faculty and Staff". If an employee is no longer affiliated with the institution, please notify your Regulatory Specialist (RS) so he or she can be removed from your institution's personnel or agent list. An existing agent or personnel can be viewed by selecting the "View" button beside each name. If an individual's form requires updating, submit an "Agent Change Application" or "Personnel Change Application", and for each ***new*** agent and personnel, a "New Agent Permit Application" or "New Personnel Application", respectively, should be submitted. Please see the instructions for adding agents and personnel as each person for whom an application is submitted must be a "user" in the system. To determine who at the institution requires a personnel or agent form be submitted on his or her behalf, please review the policy under the Authorization FAQ on the GNPEC website.

# Renewal of Authorization Application

Print

Submission | Review | Comments 0 | Status: Unsubmitted | History

1. Institution Information | 2. Minimum Standards | 3. Programs and Exhibits | 4. Faculty & Staff | 5. Agreements | 6. Fees/Bonding/Financials

1. The following list contains all the approved agents for your institution. Please notify your Standards Administrator if any of the agents below are no longer acting as agents on behalf of your institution. Please complete a New Agent Permit for any agent that is new, or submit an Agent Permit Change Application for any agent whose information has changed since their previous agent application was approved.

- [x] **New Agent: Agent For NEW TEST INSTITUTION (4/21) (Approved)** View
- [x] **Jack Jack: Agent For NEW TEST INSTITUTION (4/21) (Approved)** View

+ New Agent Permit Application | + Agent Change Application

I confirm that I have reviewed the content of each agent permit and ensured that all information is up to date (ex. employment position, address, disclosures, etc.).

- [x] **I agree**

2. The following list contains all of the personnel that we have on file for your institution. Please uncheck any personnel that are no longer at your institution, or submit an additional new personnel request for any personnel not shown here.

- [x] **Test Personnel: Instructor For NEW TEST INSTITUTION (4/21) (Approved)** View
- [x] **New Personnel: Instructor For NEW TEST INSTITUTION (4/21) (Approved)** View

+ New Personnel Application | + Personnel Change Application

I confirm that I have reviewed the content of each personnel form and ensured that all information is up to date (ex. employment position, address, disclosures, etc.).

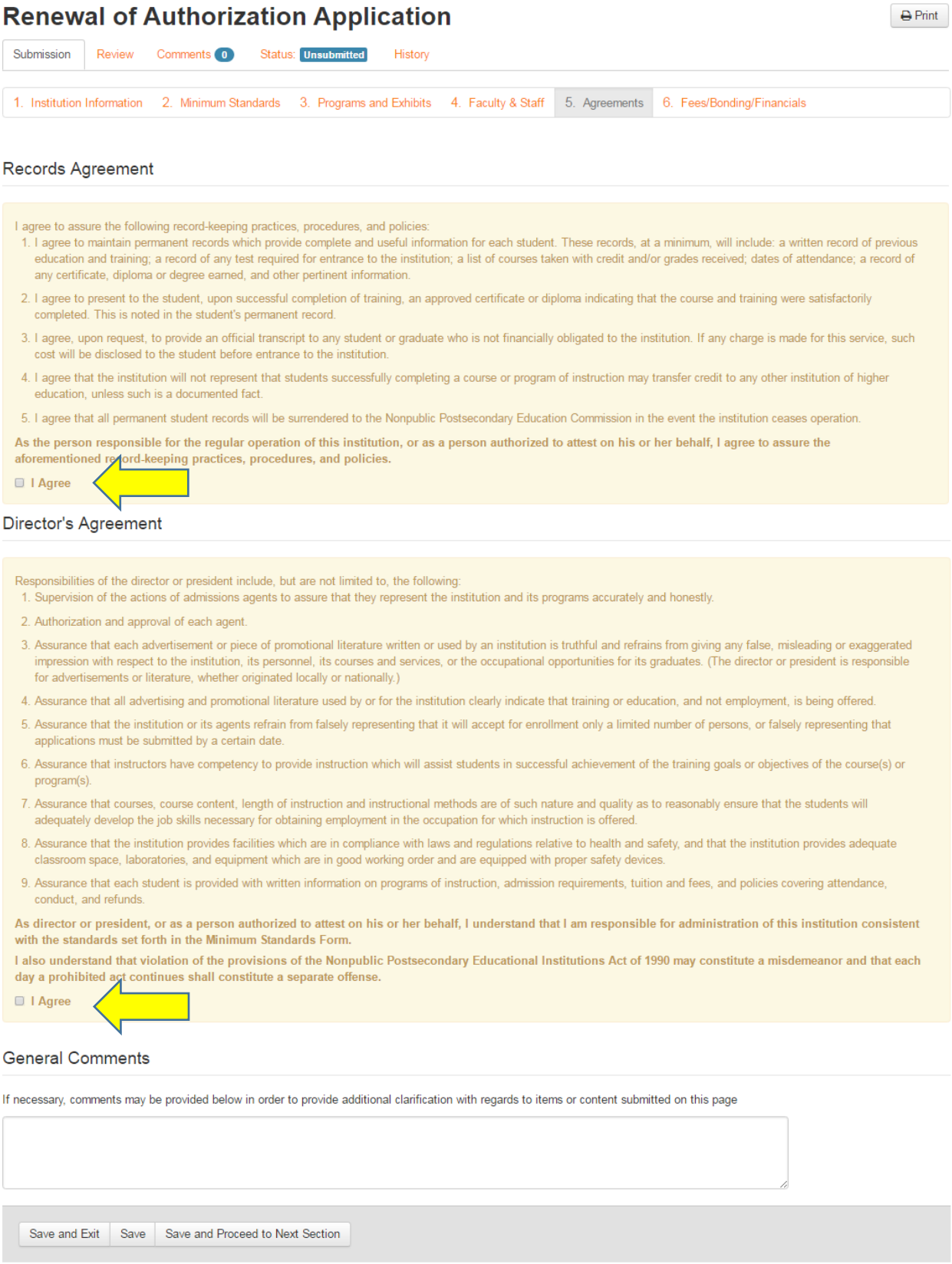
- [x] **I agree**

## General Comments

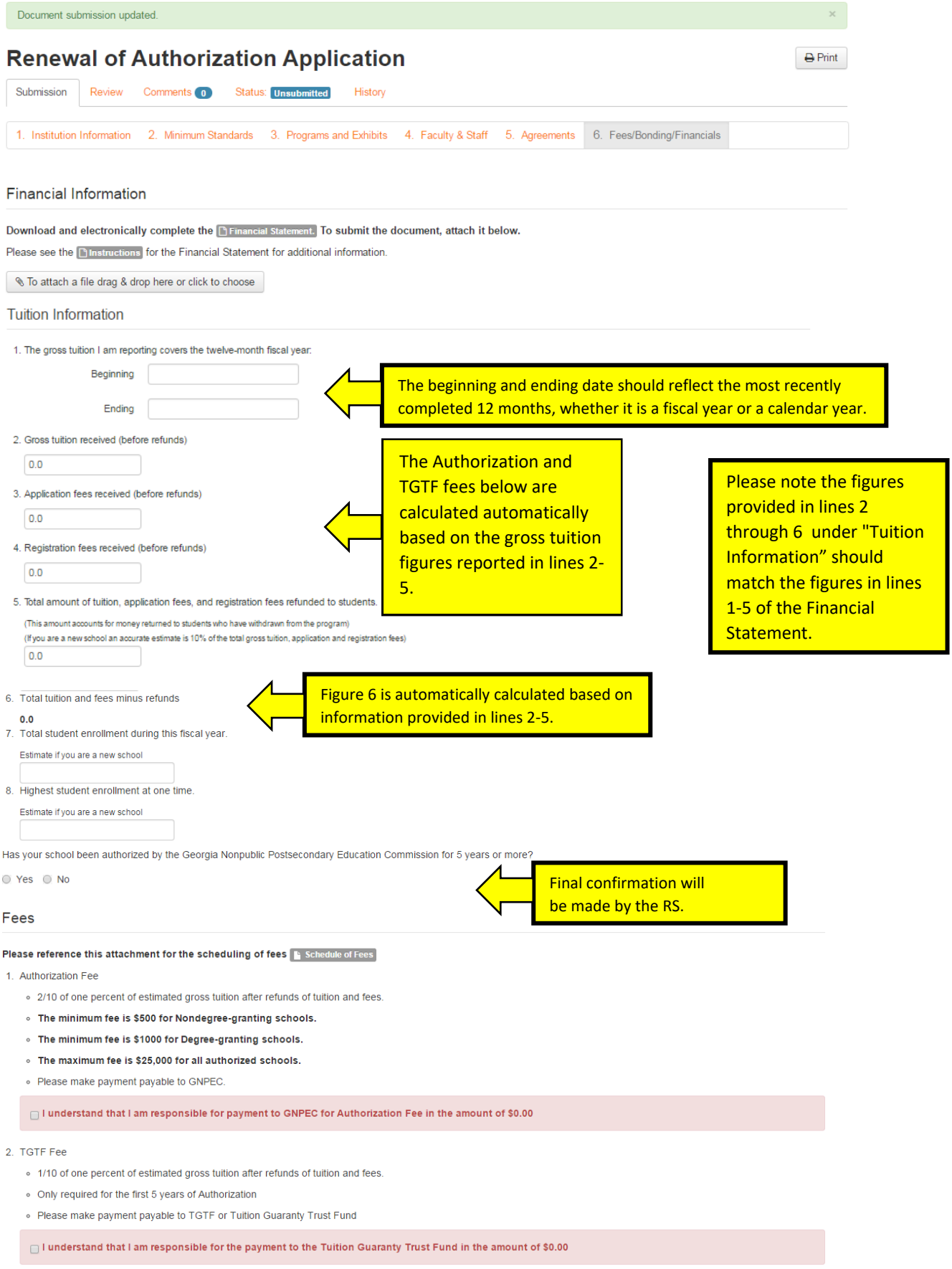
If necessary, comments may be provided below in order to provide additional clarification with regards to items or content submitted on this page

Save and Exit | Save | Save and Proceed to Next Section

13. Please read the Agreements thoroughly before certifying that you have read them as the institutional contact that fills out this application is held responsible for ensuring the following Agreements are followed.



14. Complete the institution's financial information based on its most recently completed fiscal year.



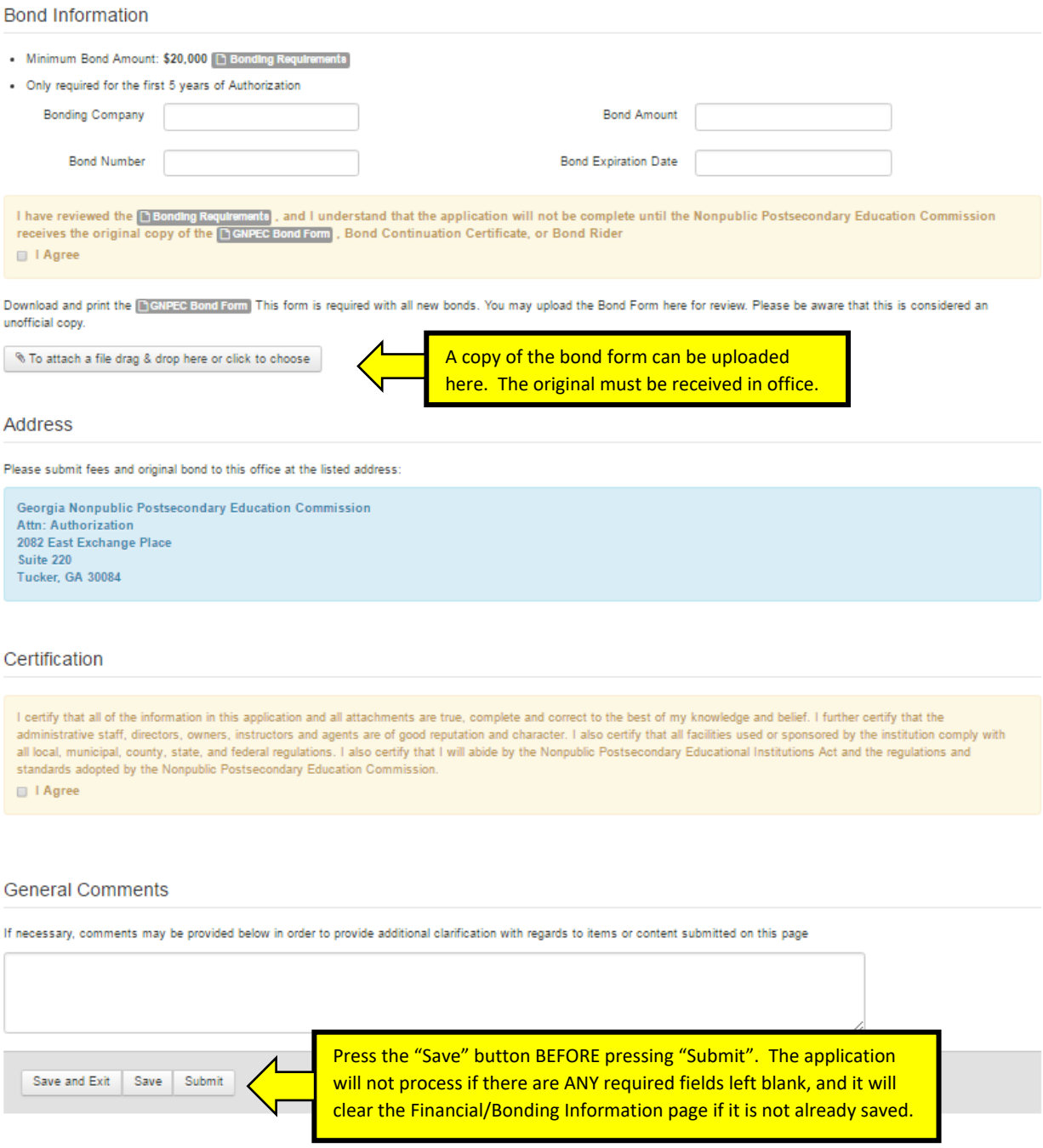

The beginning and ending date should reflect the most recently completed 12 months, whether it is a fiscal year or a calendar year.

The Authorization and TGTF fees below are calculated automatically based on the gross tuition figures reported in lines 2-5.

Please note the figures provided in lines 2 through 6 under "Tuition Information" should match the figures in lines 1-5 of the Financial Statement.

Figure 6 is automatically calculated based on information provided in lines 2-5.

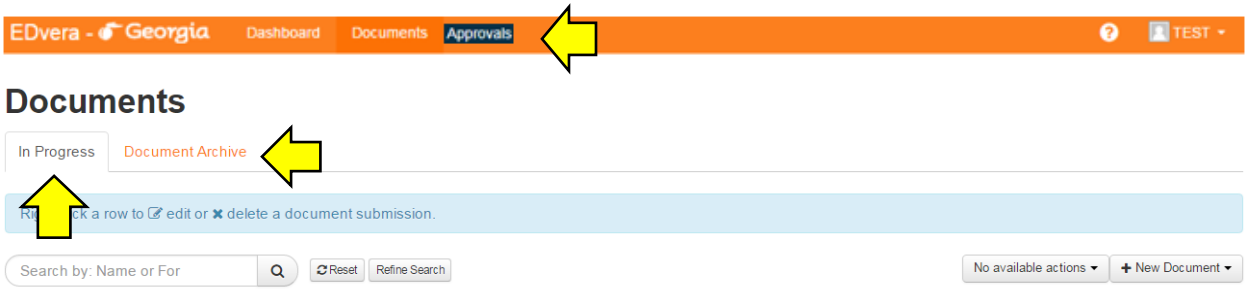
Final confirmation will be made by the RS.




**Approval Process**

15. After submitting the application, the status will be "Pending SA Approval"; you will have access to a read-only view of the application. One of three actions will be taken by the RS: 1) approval of the application and submission to the Deputy Director for final review, "Pending DD Approval", 2) reverting the application with instructions of what needs to be done to correct it, "Reverted to Institution", which must be then resubmitted by the applicant upon completion of changes, or 3)denial of the application. Please note that if your application is in an "Unsubmitted" status, it has not yet been submitted to the RS for review. If the application has been reverted to the institution for revisions, the RS will post instructions regarding the revisions under the"Comments" tab.

Please be aware that the RS will not submit the application to the Deputy Director for final review until the institution makes all the requested revisions, pays all required fees (including late fees, if applicable), and submits the original bond form (if applicable).

**Note**

After you have submitted applications, the "Documents" tab at the top of the screen lists all applications that have been approved under "Document Archive" and pending approval or not yet submitted for approval in "In Progress". Additionally, applications that generate an official NPEC document will list the generated document under "In Progress" and the "Approvals" tab at the top of the screen. This includes the Certificate of Authorization and Agent Permits.