How to Complete an Initial Authorization Application

Please be aware that prior to obtaining access to the online application, a proposal and phone interview will be required. More information on this process can be found here: Institutional Proposal for GNPEC Authorization.

1. Log in to the system at https://ga.edvera.com with the password that has been provided to you by an agency staff person.

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. Until you have been assigned a Regulatory Specialist (RS), use the Support button, which will be directed to an NPEC staff person for response, if changes such as address and institution name need to be made.
3. In addition to an institution profile, user information is also recorded in Edvera. User information can be edited by selecting the user profile button (your name), which always appears in the upper right corner of the screen. Select “Profile” then “Edit Profile”. You can also change your password, modify your notification settings using “Notify Settings”, access your Edvera Inbox, or log out.

4. To begin an application for Initial Authorization, select the “Documents” tab at the top of the screen.
5. “In Progress” will list all applications that you have begun, are in progress, and/or have submitted. By clicking on the name of the document, you are taken to a screen where edits on “Unsubmitted” or “Reverted to Institution” (see step 14) documents can be made. “Document Archive” stores documents that have received final approval. Click the “+ Start Document” drop down menu to the right to create a new document.

6. You will then see the documents listed that you can create. Once you choose which document to create, in this case the Initial Authorization Application, you will be brought to that document’s introduction page.
7. Certify that you have read and understand the information provided to you regarding submitting an Initial Authorization Application. Then select “Continue”.

8. Input information into all the available fields. Please note that some information will be automatically populated as it has been previously provided, such as “name”, “physical address”, “institution contact”, and possibly “director”. Some information cannot be changed by the user. Until you have been assigned a Regulatory Specialist (RS), use the Support button if such changes need to be made.

8a. Also, a replacement Institution Contact and Director (if previously provided) can be added. If one has not been previously provided, an Institution Contact or Director can be added. This can be done by selecting the “+” button beside each as highlighted below; follow the prompts to add a new user.
**Initial Authorization Application**

<table>
<thead>
<tr>
<th>Submission</th>
<th>Review</th>
<th>Comments</th>
<th>Status: Unsubmitted</th>
<th>History</th>
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**Institution Information**

- **Name**: test 8-2
- **Phone Number**: 
- **Fax Number**: 
- **Web Address**: test.com
- **Type Of Institution**:
  - [ ] Correspondence Or Distance Ed
  - [ ] Located In State Of Georgia
  - [ ] Located Out Of State
  - [ ] Other

**Physical Address**

- test street
- test city AR 12345

**Contacts**

- **Director**: [TEST TEST](test@email.com) ➕
- **Institution Contact**: [TEST TEST](test@email.com) ➕

Now, when selecting the drop down menu under “Institution Contact” or “Director”, the name and email address of the individual you added will be visible.
Please continue filling out the information where you left off. In order to proceed to each next section of the application, select “Save and Proceed to Next Section”. If needed, please provide comments and feedback regarding the application/application process in “General Comments”.

9. A completed Minimum Standards checklist must be attached and submitted along with the 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”. An attestation is required. Then select “Save and Proceed to Next Section”.
10. Each program must be submitted through the use of the “New Program Application” button. Once a New Program Application has been started, it will also be available for editing under the “Documents” tab via the Dashboard as long as it is “Unsubmitted” or “Reverted to Institution” (see step 14).

![Programs](image)

You must follow this process for each program you wish to offer. No fees are charged for programs for which you apply during the Initial Application for Authorization. A “Program Evaluation Fee” fee will be incurred if new programs are added after the initial Certificate of Authorization of the institution has been issued.

Each document (application) submitted through Edvera has an associated status. Here you will see programs you began and/or submitted for approval listed under “Programs”. 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.
When you are finished adding programs, continue filling out tab 3, Programs and Exhibits, to include the exhibits for the institution. Each exhibit must be created by the applicant and then uploaded to the application. There is the option for deleting uploaded attachments (see step 14). 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”.

- Bachelor of Science in Accounting (Unsubmittable)
- Program Change Application
- New Program Application

Additional information to be submitted with the initial application includes the following exhibits that are not forms, but must be created by the applicant.

1. Entrance requirements description (See Minimum Standard #2)
   - To attach a file drag & drop here or click to choose
2. Entrance information provided to students (See Minimum Standard #2.6)
   - To attach a file drag & drop here or click to choose
3. Enrollment Agreement/Student Contract (required for non-degree institutions) (See Minimum Standard #1.2)
   - To attach a file drag & drop here or click to choose
4. Educational goals for the institution (See Minimum Standard #6.1)
   - To attach a file drag & drop here or click to choose
5. Certificate or diploma example (See Minimum Standard #2)
   - To attach a file drag & drop here or click to choose
6. Statement of business practices and advertising policies (See Minimum Standard #12)
   - To attach a file drag & drop here or click to choose
11. The application for each agent and faculty and staff member must be individually submitted by selecting “New Agent Permit Application” or “New Personnel Application”, respectively. Please see the instructions for adding [or removing] 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.
The following is the view of tab 4, Faculty & Staff, after applications for new agents and personnel have been created. Confirm that you have read and understand the attestations.
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.

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.).

I Agree

Any individual that interacts with and/or engages in the instruction or support of students from Georgia is required to submit a Personnel Data Inventory Form.

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.).

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

12. Please read the Agreements thoroughly before certifying that you have read them as the institutional contact who fills out this application is held responsible for ensuring the following Agreements are followed.
13. Complete the institution’s financial information based on projected figures for the first anticipated year of operation. Please read and review the “Instructions” for the Financial Statement carefully. Please be aware that a Financial Viability
Assessment will be completed by an external auditor. NPEC reserves the right to request additional financial information to ensure the assessment can be completed.

A bond qualifying letter must be uploaded here. If a bond has already been secured, please attach a copy of it here as application submission will not be permitted if this field remains empty.

The beginning and ending date should reflect the dates of your first anticipated year of operation.

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

Although a bond should not be secured until your RS notifies you as to when you should do so, a copy of the bond form can be uploaded here if already secured. This prevents you from paying for a bond before it is necessary.
Certification

I certify that all of the information in this application and all attachments are true, complete and correct to the best of my knowledge and belief. I further certify that all administrative staff, directors, owners, instructors, and agents are of good reputation and character. I also certify that all facilities used or sponsored by the institution comply with all local, municipal, county, state, and federal regulations. I also certify that I will abide by the Nonpublic Postsecondary Educational Institutions Act and the regulations and standards adopted by the Nonpublic Postsecondary Education Commission.

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.

Press the “Save” button BEFORE pressing “Submit”. The application will not process if there are ANY required fields left blank, and it will clear the Financial/Bonding Information page if it is not already saved.

Approval Process

14. 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. If it is an attachment that requires revisions, please delete the former version by selecting the “x” to the right of the name, and only keep the newly updated version uploaded.

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), submits the original bond form (if applicable), and satisfactorily completes the program/site visit evaluation process (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.