

**GENERAL INSTITUTIONAL PROCEDURES
FOR RENEWAL OF AUTHORIZATION
Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084
(770) 414-3300 (www.gnpec.org)**

1. Any institution authorized to operate in Georgia as required by the Nonpublic Postsecondary Educational Institutions Act of 1990 must apply for a renewal of its Certificate of Authorization **at least 60 days before the expiration date of the current Certificate.**
2. Any school operating after the expiration of its Certificate of Authorization is in violation of Georgia law and shall be subject to penalties.
3. Forms to accompany the *renewal of authorization* include the following documents, which may be found on the NPEC website (www.gnpec.org) under the link entitled "Forms and Instructions for New and Renewal Authorizations."

Submit forms in loose leaf binder with labeled tabs, without sheet protectors, in the following order:

- a.) Application for Certificate of Authorization (*Complete all items; under #8 check "Reauthorization"*)
- b.) Application for Agent's Permit (s) if needed
- c.) Bond Renewal (*if less than 5 years operating in Georgia*)
- d.) Institutional Authorization Fee Transmittal Form and Fee
- e.) Tuition Guaranty Trust Fund Fee Transmittal Form and Fee (*if less than 5 years operating in Georgia*)
- f.) Gross Tuition Report (*Only if institution is located outside of Georgia*)
- g.) Financial Statement (Exhibit K)
- h.) Program of Instruction Outline (Exhibit E) (*Submit forms only for modified programs or programs with changes in title or degree/certificate nomenclature. Requests for new program approvals must be submitted separately.*)
- i.) Personnel Data Inventory (Exhibit A) (*submit forms only for new personnel added since last authorization*)
- j.) Director's Agreement
- k.) Records Agreement

Additional information to be submitted with the *renewal of authorization* includes the following exhibits and are not forms, but must be created by the applicant. Each item should be submitted as a separate document and identified by Exhibit letter:

- l.) Exhibit D: Student contract
- m.) Exhibit G: Certificate or diploma
- n.) Exhibit L: Current catalog or similar publication