

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

1. The school should complete all application forms and supporting documentation for submission to NPEC. The forms should be completed and any questions should be directed to the Deputy Director of NPEC at 770-414-3208. The forms and exhibits along with a letter from an insurance agency or bonding company certifying that school owner is qualified to secure the required bond should be forwarded to the Deputy Director of NPEC. **The initial application processing fee must be submitted with the completed application package. Check the fee schedule or call the Deputy Director to determine the amount.**
2. Application forms to accompany the *initial application* 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 and Exhibits in a *loose leaf binder with labeled tabs*, without sheet protectors, in the following order:
 - a. Application for Certificate of Authorization
 - b. Financial Statement
 - c. Minimum Standards Self-Evaluation Summary Form
 - d. Personnel Data Inventory
 - e. Program of Instruction Outline
 - f. Director's Agreement Form
 - g. Records Agreement Form
 - h. Application for Agent's Permit Form(s)

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

- Exhibit B: Entrance requirements description
- Exhibit C: Entrance information provided to students
- Exhibit D: Student contract (required for non-degree institutions)
- Exhibit F: Educational goals for the institution
- Exhibit G: Certificate or diploma
- Exhibit H: Statement of business practices and advertising policies
- Exhibit I: Description of facilities and equipment
- Exhibit J: Description of placement services
- Exhibit L: Current catalog or similar publication
- Exhibit M: Occupancy Permit: Enclose a copy of the occupancy permit.
- Exhibit N: Grievance Policy
- Exhibit O: Refund Policy (**Must be at least as favorable to the student as NPEC refund policy, which can be found in Standard Nine of the Minimum Standards**).

3. After review of the application, the Deputy Director will assign a Standards Administrator to work with the school through the remainder of the authorization process. The Standards Administrator will visit the institution and determine the need for an evaluation team.
4. In the event that an evaluation team is empanelled, the Standards Administrator will notify the school regarding the school's preparation for the onsite visit.

5. Prior to the evaluation team visit, the Standards Administrator will notify the school of the fee for the site visit. The school must remit the evaluation fee before the site visit.
6. The evaluation team visits the school. Inspections, data collection, reviews, and audits are carried out by the evaluators.
7. Recommendations and/or suggestions are made by the evaluation team, verbally and/or in a written report to the Standards Administrator, who presents a preliminary assessment to the institution. The Standards Administrator may also issue a formal, written report to the institution.
8. If the report is unfavorable, the institution is given six months to make adequate improvement and to respond to the report.
9. After receiving the institution's response to an unfavorable report, the Standards Administrator and/or an evaluation team may revisit the school to review and evaluate all required changes.
10. If the institution again fails, the Standards Administrator issues a written report of the committee's findings. If the findings are minor, the institution will have one month to correct problems. If the findings are major, or cannot be corrected within the allotted time, the institution must wait one full year to reapply and the applicant must again complete the entire application process, including the payment of all fees.
11. If the institution meets the NPEC standards for authorization, it must provide a surety bond, the TGTF fees, and the authorization fee for the first year of operation. The bond is to be secured only after the Standards Administrator informs the school of approval and must be dated exactly as directed by the Standards Administrator.
12. Having met NPEC standards and paid all appropriate fees, the institution is issued a Certificate of Authorization which is valid for one year.
13. Application for annual renewal of the Certificate of Authorization, with all appropriate fees, is due at the NPEC office no later than sixty (60) days prior to the certificate's expiration date.

Revised August 16, 2006