

Institutional Proposal for GNPEC Authorization

The mission of the Georgia Nonpublic Postsecondary Education Commission (GNPEC or the Commission) is to ensure that each authorized nonpublic postsecondary educational institution doing business in the State of Georgia is educationally sound and financially stable. In order to support this responsibility, GNPEC requires the submission and approval of an Institutional Proposal prior to the review of the Initial Authorization Application.

The following is a list of items that must be addressed in the Institutional Proposal:

1. Institutional Profile- Basic information must be provided including name, address/proposed address, mission statement, and names of known institutional representatives and personnel.
2. Programs- All proposed programs must be listed including program name, level (certificate and/or degree to be awarded), and objective.
3. Needs Assessment- Using [Georgia Department of Labor \(DOL\) data](#), the institution must submit a narrative justifying the need for the proposed training within the State. Should DOL data not be applicable, a statement relative to educational needs associated with the proposed program offering(s) may be presented.

Institutional representatives must also review the following documents to ensure that each is informed regarding institutional requirements and costs associated with authorization.

- A. [General Institutional Procedures for Submission of Initial Authorization Application](#)
- B. [Minimum Standards](#),
- C. [Schedule of Fees](#)
- D. [Bonding Requirements](#)

Institutional Proposals should be submitted by email to Deputy Director, Carl Camann, PhD (ccam@gnpec.org). Requests for additional information or scheduling an invitation for an initial interview will be delivered via email within 10 business days of receipt of the proposal.

NOTE: Please be aware that Standard 8 of the [Minimum Standards](#) requires access to liquid funds held strictly for the purposes of the institution, which can support one full year of institutional expenses. The expenses figure is provided to the Commission as estimation in the GNPEC Financial Statement, required as part of the Initial Authorization Application. A bank statement documenting available funds is also required as part of this application.