

## 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 providing access to the Initial Authorization Application.

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

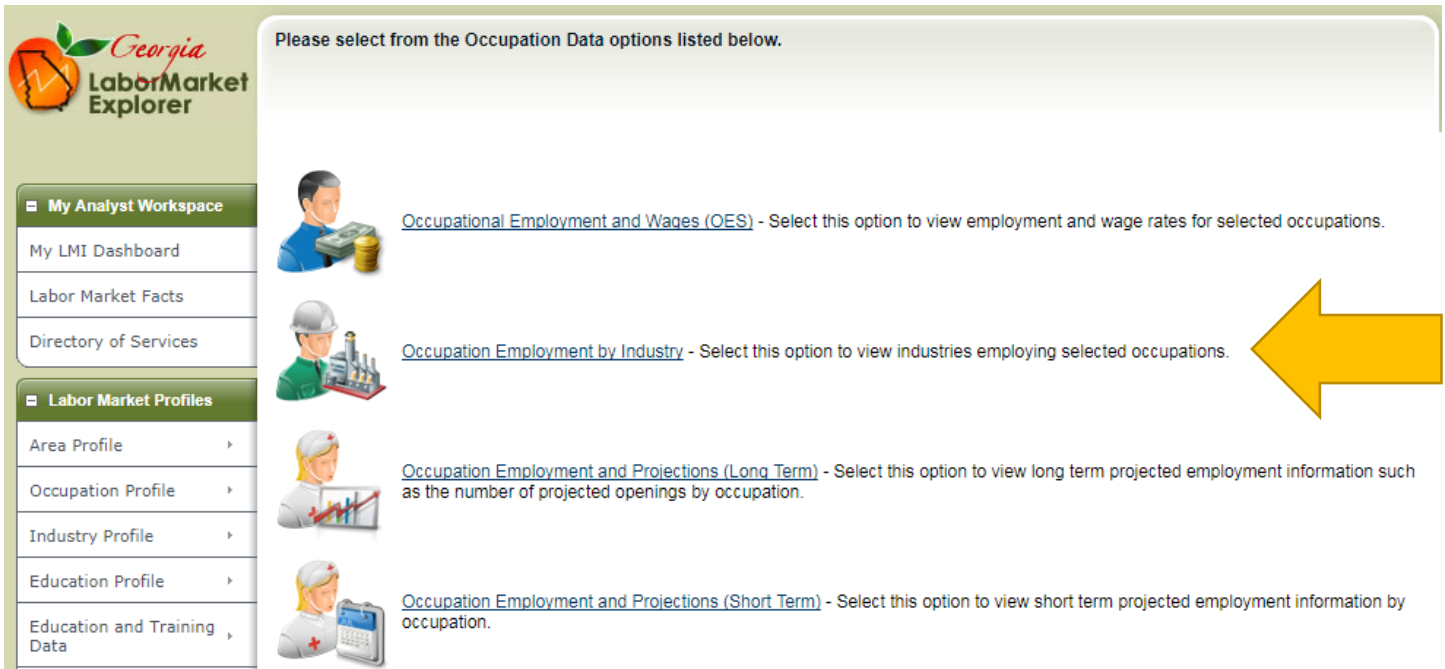
1. Institutional Profile- Basic information must be provided including name, address/proposed address, mission statement, and names of known institutional representatives and personnel.
2. Programs- All proposed programs must be listed including program name, level (certificate and/or degree to be awarded), and objective.
3. Needs Assessment- Using [Georgia Department of Labor \(DOL\) data](http://explorer.gdol.ga.gov) (<http://explorer.gdol.ga.gov>), the institution must submit a narrative justifying the need for the proposed training within the State.

a. To begin gathering information, choose “Occupation” within the “Labor Market Analysis” in the left column.



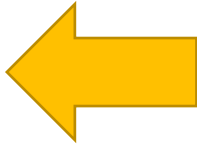


The screenshot shows the Georgia LaborMarket Explorer website. The header includes the logo (an orange circle with a white outline of Georgia and a green leaf) and the text "Georgia LaborMarket Explorer" in a mix of red and green fonts, with the tagline "Your Source for Informed Decisions" below it. A navigation bar contains four tabs: "Agency Home" (green), "Analysts & Researchers" (orange), "Economic Developers" (yellow), and "Employers" (blue). The left sidebar menu includes "Register/Sign in", "Quick Menu" (with sub-items: Site Search, Labor Market Facts, Job Search), "Labor Market Analysis" (with sub-items: Demographics, Economic Indicators, Education, Income and Wages, Industry, Labor Force, Occupation), and "Occupation" (highlighted by a yellow arrow). The main content area features a grid of four images showing people in various professions (chef, construction worker, medical professional, and business meeting). To the right of the images, the text reads "2016 - 2018 Short-term Employment Projections" and "Georgia Jobs expected to be in high demand over the next two years". Below this is a button that says "Click here for more...". At the bottom of the main content area are navigation controls: a left arrow, a double left arrow, a "Stop" button, a double right arrow, and a right arrow.

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b. While the site provides multiple options for obtaining information, the “Occupation Employment by Industry” provides easy access to information.



The screenshot shows the Georgia LaborMarket Explorer interface. On the left is a navigation menu with sections: 'My Analyst Workspace' (containing 'My LMI Dashboard', 'Labor Market Facts', 'Directory of Services') and 'Labor Market Profiles' (containing 'Area Profile', 'Occupation Profile', 'Industry Profile', 'Education Profile', 'Education and Training Data'). The main content area is titled 'Please select from the Occupation Data options listed below.' and contains four options, each with an icon and a description:

-  [Occupational Employment and Wages \(OES\)](#) - Select this option to view employment and wage rates for selected occupations.
-  [Occupation Employment by Industry](#) - Select this option to view industries employing selected occupations. 
-  [Occupation Employment and Projections \(Long Term\)](#) - Select this option to view long term projected employment information such as the number of projected openings by occupation.
-  [Occupation Employment and Projections \(Short Term\)](#) - Select this option to view short term projected employment information by occupation.

c. Furthermore, while any tab may be used, please note the “Occupation Listing” will provide access to a database of employment fields, each with relevant job market data.



The screenshot shows the Georgia LaborMarket Explorer interface for selecting an occupation. The top navigation bar includes 'Home', 'Register/Sign in', and 'Labor Market Analysis'. The main content area is titled 'Please choose a specific occupation by selecting one of the options below.' and features four buttons: 'Occupations by Keyword', 'Occupations by Group', 'Occupation Listing', and 'Occupations by Occupation Code'. A large yellow arrow points down to the 'Occupation Listing' button. Below the buttons, there are two dropdown menus: 'Area (click to change): Georgia' and 'Time Period (click to change): 2016-2018'. At the bottom, the 'Occupation Listing' tab is selected. A legend indicates that an asterisk (\*) denotes required fields and a question mark icon (?) is for help.

Should DOL data not be applicable, a statement relative to educational needs associated with the proposed program offering(s) may be presented.

The institution must also review the following documents to ensure that it 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, Laura Vieth ([lauras@gnpec.org](mailto:lauras@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. The Commission will allow a Letter of Credit or Line of Credit (LoC) from a bank in lieu of Cash on Hand (CoH) documented by a current bank statement if the institution is able to provide for all of the following conditions:

1. Quick Asset/Liability ratio (QAL) of .5 or greater (Cash + Net Annual Revenue/Current Liabilities)
2. Collateral on LoC is stable (cash/CD or real estate/property)
3. LoC is from a banking establishment in good standing with the Georgia Banking Commission or other banking oversight authority.