

Procedures for Institutional Notification to the Department of New GE Programs
Attachment to Gainful Employment Electronic Announcement #16

Following are procedures for institutional notification to the Department of new GE Programs using Federal Student Aid's (FSA's) Application for Approval to Participate in the Federal Student Financial Aid Programs (E-App).

New **Non-Degree GE Programs** at all institutions, and new **Degree GE Programs** at proprietary institutions, must be reported. Please follow the steps described below for reporting new GE Programs:

- Open the institution's E-App at www.eligcert.ed.gov .
- Section A, Question 1, select **Update Information** and select "Nondegree/Vocational Program," and/or "Degree Program" as appropriate.
- Section E, Questions 26 and 27, complete as appropriate to report new GE Programs. Note: In Question 27 the **Date First Provided** can be a future date.
 - When entering details about **degree** programs for which you are providing notification, please indicate the type of degree (Associate, Bachelor, Master, Doctoral, or specific professional degree) as part of the program name in the **Name of Program** field.
- Section K, Question 69, enter the following - "This application includes notification of new gainful employment program(s). The required documentation will be mailed with the signature page."
- Section L, enter requested information, print and sign.
- Submit the application electronically following the instructions in the E-App.
- Mail the following to the address provided in the E-App:
 - Signature page,
 - Current letter of accreditation and any attachments
 - Current valid state license or other authorization, and
 - Written notice of intent to offer an educational program

Contact Information

If you have any questions about this information, you may contact the School Participation Team (SPT) for your state. The telephone numbers for the SPTs can be found at www.eligcert.ed.gov .