

XII. Accreditation Fees

ACATE fees include accreditation application and annual accreditation maintenance fees charged to cover the costs of the accreditation process. Programs seeking initial and continuing accreditation also must provide reimbursement for expenses associated with on-site program evaluations, as described in Section V.-C. No sponsoring institution will receive initial or continuing program accreditation until all fees and reimbursements, including site visit expenses, have been paid in full. Extensions or exceptions may be requested if an institution is experiencing a temporary financial crisis. All ACATE fees are non-refundable, regardless of the accreditation decision.

The ACATE fiscal year is July 1 – June 30th

The CAAHEP and ACATE approved fee structure is as follows:

Application Fee:

(Of note: Below “method of delivery” refers to the manner in which the instruction is disseminated (i.e.in person, hybrid or distance education).

Fee for initial program accreditation of one degree regardless of method of delivery:

(\$1,250.00). Beginning 2024, the fee for initial program accreditation will increase to (\$1,950) Programs submitting a Request for Accreditation (RAS) 2024 and beyond will be responsible for this increase in fees.

Fee for initial program accreditation of each additional degree regardless of method of delivery: (a 20% discount from the application fee for one program degree).

An initial deposit of half the application fee for initial accreditation fee is due to ACATE upon submission of a Request for Accreditation Services form. This is noted as a Commitment Deposit, indicating the sponsoring institution’s commitment to completion of the accreditation process. The submission of the remaining amount of the application fee and submission of the initial Self-Study Report will facilitate formal application and scheduling of the site visit. Failure to pay any remaining amount of an application fee will prevent scheduling of a program’s site visit.

Fee for continuing accreditation review: Same as initial accreditation. Beginning in 2024, this fee will increase to \$1950 .

Annual Fees:

Annual program accreditation fee of one degree regardless of method of delivery:

(\$600.00) Payable to ACATE each calendar year after initial accreditation. Beginning in 2022, the Annual Fee will increase to (\$1,000). The Annual Fee is invoiced April 15 and payment is due by September 15. Payment covers the ensuing year of accreditation.

Annual program accreditation fee for each additional degree regardless of method of delivery: (a 20% discount from the Annual fee for one program degree).

Substantive Change Reports and additional degree approval:

Fees related to Substantive Change Reports will be invoiced at the time of ACATE’s response letter approving the Substantive Change request. For example, additional degrees offered by the program would be considered a Substantive Change with a related Annual Fee. Fees will be prorated on a monthly basis, and programs will have 90 days to pay (or at the due date of Annual Report fee, whichever comes first).

Newly accredited programs annual fee:

Programs newly accredited during any fiscal year will be billed immediately following their accreditation and the amount will be prorated for the remainder of the fiscal year defined as July 1- June 30th. Payment of invoice will be due no later than 5 months after receipt. The following chart shall define the prorated amount:

Accreditation Month	Number of Months Prorated
January	6 (then invoiced annually on April 15 th)
March	4 (then invoiced annually on April 15 th)
May	14 (2 months plus following year’s billing)
July	12 (full years billing)
September	10 (then invoiced annually on April 15 th)
November	8 (then invoiced annually on April 15 th)

Annual sponsoring institution fee to CAAHEP: According to CAAHEP Policy 700,c. Each institution/sponsor of at least one CAAHEP accredited program is assessed an annual fee set by the CAAHEP Board of Directors. Current fee (\$600.00) Payable to CAAHEP on or before August 15th of each year following initial accreditation. This fee is for the institution and the amount of this fee is the same regardless of the number of academic programs the institution may have that are accredited by CAAHEP.

CAAHEP invoices sponsoring educational institutions on May 1st of each year. Programs granted accredited after May 1st in a given year are not invoiced until the following May. This is an institutional fee and remains the same regardless of the number of CAAHEP-accredited programs within the institution.

Other Fees:

Late fees per RAS/ISSR application for accreditation:

Payments are due within 30 days of receipt of RAS/ISSR invoice. If needed , one reminder will be sent with a 30-day notice. If payment is not received within that period of time , the invoice will be considered overdue and a program’s application will be put on hold until payment is received. In addition, late fees will be added according to the following ACATE fee structure. A late fee of 10% will be added as an overdue fee if payment for RAS or ISSR is not received within the window described above. After another 30 days, the late fee will increase to 15% of the total due amount. After another 60 says, the late fee will increase to 20% of the total due amount. After 90-days, any program that has not submitted their RAS/ISSR application fee, inclusive of late fees, will be withdrawn from application for accreditation review.

Late fees per Annual Accreditation Maintenance:

A late fee will be applied to annual accreditation maintenance fees after the assigned payment due date of September 15th. The late fee is 10% of the amount of the overdue payment. After 30 days, the late fee will increase to 15% of the total due amount. After 60 days, the late fee will increase

to 20% of the total due amount. After 90 days, any accredited program that has not submitted their annual maintenance fee, inclusive of late fees, may be placed on administrative probation and ultimately considered for withdrawal of accreditation. ACATE will immediately rescind administrative probation once all administrative deficiencies have been rectified.

Inactive Accreditation fee:

Same as Annual Program Accreditation Fee. A sponsoring institution of a program with continuing or probationary accreditation status may request Inactive Accreditation status for a program that does not enroll students during a period of up to two years following initial accreditation. Such programs will continue to pay the annual fee to ACATE and submit an Annual Report. If a program remains inactive for two consecutive years, the program will be considered discontinued and accreditation withdrawn.

Site visit costs/reimbursement:

All expenses associated with site visits will be paid by the program's sponsoring institution. Site visit evaluators will be reimbursed for reasonable and customary expenses, including meals (\$50 per day diem), transportation, lodging, and parking, as determined by the site visit team and the sponsoring institution.

Travel costs and cancellation of a site visit:

If a site visit has to be cancelled after financial commitments (airfare/hotel) have been made, the financial responsibility falls on the cancelling party (airfare/hotel cancellation or flight change fees.) Programs should be particularly cautious when proposing dates the site visit can be held and take into consideration any potential barriers that may occur, including but not limited to, weather or declared state of emergency (e.g. blizzard/ hurricane prone areas, etc.). If an unforeseen circumstance arises, the program and ACATE will collaborate to determine how to proceed including finding an alternate date or site evaluator. If it is determined by both parties that the barrier causing cancellation was unforeseen and cannot be resolved, the financial responsibility will be shared equally. ACATE will not reschedule the site visit until all financial obligations have been determined in writing (not paid, but written affirmation of responsibility to extra costs), based on the policy statement. If it is decided that a partial virtual site visit can occur and both the program and ACATE site evaluators agree to this option (whether held on the same date or a mutually agreeable date), the partial virtual site visit fee will be half of the normal cost. (\$1,000, in lieu of airfare/hotel/food for visitors) The financial obligations of this option would also need to be determined in writing, based on the policy statement."

Notice of Fee Increases:

ACATE will provide programs and sponsoring institutions with two years' notice prior to implementation of any approved increase in annual fees and application fees. Changes in other administrative fees may be implemented with one year's notice