

XII. Accreditation Fees

- updated 9/29/29 to reflect CAAHEP P&P change

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.of the Policies and Procedures Manual. 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 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)

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, or \$1000.00).

An initial deposit of half the application fee for initial accreditation fee (\$625.00 for one degree and \$500 for any additional degrees) 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.

Fee for continuing accreditation review: Same as initial accreditation

Annual Fees:

Annual program accreditation fee to ACATE of one degree regardless of method of delivery: (\$600.00) Payable to ACATE each calendar year after initial accreditation. The Annual Accreditation Fee is invoiced April 15 and payment is due by September 15. Payment covers the following year of accreditation.

Annual program accreditation fee to ACATE for each additional degree regardless of method of delivery:(\$400.00). Payment timeline same as one degree, above.

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(\$550.00) Payable to CAAHEP on or before August 15th of each year following initial accreditation. Effective for the year beginning July 1,2020, fee will be \$600. 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 fee: A late fee will be applied to application and annual maintenance fee payments received by ACATE after the assigned payment due date. The amount of the fee is 10% of the amount of the overdue fee, with an additional 5% fee for payments that are 30 days past due.

Inactive Accreditation fee: (\$600.00) 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 transportation, lodging, meals and parking, as determined by the site visit team and the sponsoring institution. Payments will be made to individual site team evaluators using the institution's standard reimbursement procedures.

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