

ADMINISTRATIVE PROCEDURES

V. A. FEES

ACCREDITATION FEES

The Accreditation Council for Occupational Therapy Education (ACOTE®) is committed to administering a quality accreditation program in a cost-effective and efficient manner. Accreditation fees paid by the educational programs help to support costs attributed to the entire accreditation process. ACOTE uses a fixed fee formula that includes the cost of the on-site visit in the annual fee; therefore, educational programs are not charged a fee for reaccreditation on-site evaluations.

Since December 1, 1994, the accreditation process for new programs has included a requirement that programs apply for Developing Program Status as the first step in a three-step process. Developing Program Status must be granted before students may be admitted to the program and is required in order for a program to proceed to the second step, the initial review. The third step in the process is the initial on-site evaluation.

Programs that are planning an additional location must follow an abbreviated accreditation procedure for the new location. Developing Status must be granted before students may be admitted to the additional location and is required in order for a program to proceed to the initial on-site evaluation. The fee structure for new programs follows:

NEW PROGRAMS WITHIN THE UNITED STATES OR ITS TERRITORIES

Step 1: Application Fee <ul style="list-style-type: none"> • The application fee is based on the due date of the Application for Developing Program Status. • \$500 of this fee must be submitted with the Letter of Intent as a non-refundable deposit. 	\$ 3,250 <i>(\$ 3,375 effective 7/1/10)</i> <i>(\$ 3,500 effective 7/1/11)</i>
Step 2: Initial Review Fee (Submitted with the initial Report of Self-Study).	\$ 3,250 <i>(\$ 3,375 effective 7/1/10)</i> <i>(\$ 3,500 effective 7/1/11)</i>
Step 3: Initial On-Site Fee (Billed after the initial on-site evaluation is completed. Accredited OT master's-degree programs transitioning to the OT doctoral-degree level are exempt from the initial on-site fee).	\$ 3,250 <i>(\$ 3,375 effective 7/1/10)</i> <i>(\$ 3,500 effective 7/1/11)</i>
Annual Accreditation Fee (For new programs, the annual fee becomes effective with the first full academic year for which the program has accreditation status).	\$ 2,900 for 2009/2010 <i>(\$ 3,075 for 2010/2011)</i> <i>(\$ 3,250 for 2011/2012)</i>

NEW PROGRAMS OUTSIDE OF THE UNITED STATES OR ITS TERRITORIES

<p>Step 1: Application Fee for programs <u>outside</u> of the United States or its territories (if conducted)</p> <ul style="list-style-type: none"> • The application fee is based on the due date of the Application for Developing Program Status. • \$500 must be submitted with the Letter of Intent as a non-refundable deposit. 	<p>\$ 3,250 <i>(\$ 3,375 effective 7/1/10)</i> <i>(\$ 3,500 effective 7/1/11)</i></p>
<p>Step 2: Initial Review Fee for programs <u>outside</u> of the United States or its territories (Submitted with the initial Report of Self-Study).</p>	<p>\$ 5,000 or \$4,500 balance if an application review was not conducted.</p>
<p>Step 3: Initial On-Site Fee for programs <u>outside</u> of the United States or its territories (Billed after the initial on-site evaluation is completed).</p>	<p>Actual expenses (travel and per diem for on-site team) plus \$ 1,000</p>
<p>Annual Accreditation Fee (For new programs, the annual fee becomes effective with the first full academic year for which the program has accreditation status).</p>	<p>\$ 2,900 for 2009/2010 <i>(\$ 3,075 for 2010/2011)</i> <i>(\$ 3,250 for 2011/2012)</i></p>

NEW ADDITIONAL LOCATIONS OF EXISTING PROGRAMS

<p>New Additional Location Application Fee (Fee per new campus/location to be submitted with the Application for Accreditation of an Additional Location).</p>	<p>\$ 1,450 <i>(\$ 3,250 effective 1/1/10)</i> <i>(\$ 3,375 effective 7/1/10)</i> <i>(\$ 3,500 effective 7/1/11)</i></p>
<p>On-Site Fee for Initial Accreditation of an Additional Location (per location visited within the United States or its territories)</p>	<p>\$ 3,250 <i>(\$ 3,375 effective 7/1/10)</i> <i>(\$ 3,500 effective 7/1/11)</i></p>
<p>On-Site Fee for Initial Accreditation of an Additional Location (per location visited <u>outside</u> of the United States or its territories)</p>	<p>Actual expenses (travel and per diem for on-site team) plus \$ 1,000</p>

ACCREDITED PROGRAMS

<p>Annual Accreditation Fee</p>	<p>\$ 2,900 for 2009/2010 <i>(\$ 3,075 for 2010/2011)</i> <i>(\$ 3,250 for 2011/2012)</i></p>
<p>Annual Additional Location Accreditation Fee (per accredited campus/location)</p>	<p>\$ 1,450 for 2009/2010 <i>(\$ 3,075 for 2010/2011)</i> <i>(\$ 3,250 for 2011/2012)</i></p>
<p>Annual Accreditation Fee for Inactive Programs (Inactive programs pay ½ of the regular annual fee)</p>	<p>\$ 1,450 for 2009/2010 <i>(\$ 1,537 for 2010/2011)</i> <i>(\$ 1,625 for 2011/2012)</i></p>
<p>On-Site Fee for Continuing Accreditation</p>	<p>NONE</p>

PAYMENT OF FEES

Institutions housing more than one accredited program level (i.e., OT doctoral, OT master's, OTA) must pay the application, initial, on-site, and annual fees applicable to each program.

All accreditation fees should be made payable to the American Occupational Therapy Association (AOTA). Requests to pay fees by credit card may be directed to AOTA Accreditation staff.

Annual Accreditation Fees and Annual Additional Location Fees are billed in advance of the coming academic year. Invoices are mailed in May and payment is due no later than October 15th. If early notification is required to facilitate processing of a purchase order for payment, the AOTA Accreditation Department should be notified. Annual fees are due each year, including the year in which an on-site evaluation is scheduled. For new programs, the annual fee becomes effective with the first full academic year for which the program has accreditation status.