

# 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.

### ACCREDITATION FEE SCHEDULE

<b>REACCREDITATION FEES (Fees effective July 1 - June 30)</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>	<b>2020/2021</b>	<b>2021/2022</b>
Annual Accreditation Fee (per location)	\$ 3,760	\$ 3,870	\$ 4,065	\$ 4,225	\$ 4,395	\$ 4,570
Annual Inactive Fee	\$ 1,880	\$ 1,935	\$ 2,030	\$ 2,115	\$ 2,200	\$ 2,285
Reaccreditation On-Site Fee	NONE	NONE	NONE	NONE	NONE	NONE

<b>INITIAL ACCREDITATION FEES (Fees effective August 1 – July 31)</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>	<b>2020/2021</b>	<b>2021/2022</b>
Application Fee (includes \$500 deposit)	\$ 4,060	\$ 4,180	\$ 4,390	\$ 4,565	\$ 4,750	\$ 4,940
Preaccreditation Review Fee (US)	\$ 4,060	\$ 4,180	\$ 4,390	\$ 4,565	\$ 4,750	\$ 4,940
Initial On-Site Fee (US)	\$ 4,060	\$ 4,180	\$ 4,390	\$ 4,565	\$ 4,750	\$ 4,940
Preaccreditation Review Fee (Non-US)	\$ 5,800	\$ 5,975	\$ 6,275	\$ 6,525	\$ 6,785	\$ 7,060
Initial On-Site Fee (Non-US) - Actual plus:	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000

<b>NEW ADDITIONAL LOCATION FEES (Fees effective August 1 – July 31)</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>	<b>2020/2021</b>	<b>2021/2022</b>
New Location Application Fee	\$ 4,060	\$ 4,180	\$ 4,390	\$ 4,565	\$ 4,750	\$ 4,940
New Location On-Site Fee	\$ 4,060	\$ 4,180	\$ 4,390	\$ 4,565	\$ 4,750	\$ 4,940

### FEE INFORMATION

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

**Annual Accreditation Fees** are billed in advance of the coming academic year. Invoices are mailed in July 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.

**Application Fees** are based on the due date of the Candidacy Application. \$500 of this fee must be submitted with the Letter of Intent as a non-refundable deposit. Accredited OT master's-degree programs transitioning to the OT doctoral-degree level are exempt from the application fee.

**Preaccreditation Review Fees** should be submitted at the time the initial Report of Self-Study is due. Accredited OT master's-degree programs transitioning to the OT doctoral-degree level are exempt from the preaccreditation review fee.

**Initial On-Site Fees** will be billed by Accreditation staff after the 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.

<b>FEE PAYMENTS</b>
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All \$500 application fee deposits and payments sent by overnight mail should be made payable to AOTA and mailed to:

AOTA Accreditation Department  
4720 Montgomery Lane, Suite 200  
Bethesda, MD 20814-3449

All other fees can be paid by check or credit card as follows:

Checks should be made payable to AOTA and mailed to:

AOTA Accreditation Department  
c/o Eagle Bank Lockbox  
PO Box 347171  
Pittsburgh, PA 15251-4171

Credit card or electronic transfer payments should be directed to AOTA at 301-652-6611 x1928. To expedite payment, please have ready the order number found on the fee invoice.