Accrediting Council for Continuing Education & Training

2020 FEE SCHEDULE

The fees published below are effective for the ACCET fiscal year beginning January 1, 2020, including on-site evaluation visit fees for visits to be conducted after the April 2020 visit cycle and remain in effect until otherwise revised and approved by the ACCET Accrediting Commission. Fees are applicable to all institutions and are subject to change with prior notice. Fees are non-refundable unless otherwise noted.

Processing fees must accompany all applications submitted for review. The date of payment will be considered the date received at the ACCET office. If fees are not included, no processing will be initiated, and such delays will extend the normal time frame required for review and approval and may lead to withdrawal of accreditation, in accordance with ACCET standards, policies, and practices established by the Accrediting Commission.

A $35.00 returned check fee will be charged for insufficient funds. If a check is returned, the repayment to ACCET must be in secured funds (certified check, cashier’s check, or money order). The date the secured funds are received at the ACCET office will be considered the date of payment.

APPLICATION for ACCREDITATION (ACCET Document 4)

| Inquiry Questionnaire Review | $300 |
| Add for Financial Review (if requested) | 450 |

Application for Initial Accreditation

- Main Campus: $3,500
- Branch(es)/Auxiliary Classroom(s): $800 per site

Reaccreditation Application

- Main Campus: $1,350
- Branch(es)/Auxiliary Classroom(s): $450 per site

All application processing fees must be submitted in conjunction with ACCET Document 4 and designated for a single main campus and all additional locations owned and controlled by that entity. For large, multi-campus initial applicants, the processing fees for additional locations (branches and/or auxiliary classrooms) attached to the designated main campus are capped at 16 locations and reduced to the level applicable to the per site reaccreditation application fees for these additional locations.
**ACCREDITATION WORKSHOP FEES**

<table>
<thead>
<tr>
<th></th>
<th>Member 2-DAY</th>
<th>Non-Member 1-DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollee</td>
<td>$600</td>
<td>$800</td>
</tr>
<tr>
<td>Non-Member Enrollee</td>
<td>$400</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**ON-SITE EVALUATION VISIT FEES**

All fees for visits to be conducted in the United States and its territories must be submitted online through ACCET’s Accreditation Management System (AMS), along with the ACCET Document 8 – Request for On-Site Evaluation Team Visit prior to the visit being scheduled.

Visits conducted outside of those regions must additionally and separately provide for pre-paid airline tickets (Business Class), hotel accommodations, and ancillary expenses such as visas and taxes for the visiting team, in addition to the on-site evaluation visit fees. Visits requiring split teams may incur additional expenses. Institutions outside the US and its territories will also be required to pay a $500 fee for each main and branch campus to be visited for additional insurance coverage for the on-site visit teams. In the event of a cancellation caused by the institution of a scheduled on-site visit, the institution will be billed all expenses incurred by ACCET or $2,400 per site, whichever is greater.

*Note:* For multi-site vocational institutions operating in the United States, on-site visits will be conducted to the main, branch, and auxiliary classroom locations. For other multi-site institutions, including vocational institutions operating outside of the United States and all avocational institutions, on-site visits will be conducted to the main campus and up to 15 branches as part of the initial and reaccreditation review process, with additional locations scheduled for on-site visits, as deemed necessary by the Accrediting Commission.

**Initial Accreditation Applicant**

<table>
<thead>
<tr>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Readiness Visit (main campus)</td>
<td>$2,500</td>
</tr>
<tr>
<td>Main or Branch Campus</td>
<td>$7,200 per site³</td>
</tr>
<tr>
<td>Auxiliary Campus</td>
<td>$3,000 per site⁴</td>
</tr>
</tbody>
</table>

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¹ Customized workshops require a minimum of 15 registrations, with full reimbursement for travel expenses (to include transportation, hotel, and meals) to be paid on an estimated basis in advance of the workshop presentation. Subsequently, any balance owed by or to the institution is to be paid within thirty (30) days of receipt of billing.

² The two-day workshop is required for: (1) all institutions seeking initial accreditation, (2) vocational institutions seeking reaccreditation and (3) institutions seeking reaccreditation that offer English for Speakers of Other Languages (ESOL). The one-day workshop is required for all avocational institutions seeking reaccreditation that do not offer ESOL programs.

³ The minimum on-site examination fee to a main or branch campus is based on a three-person visit team. The fee will increase for each additional team member.

⁴ Should an on-site visit to an auxiliary campus require different team members and/or supplemental travel arrangements beyond those associated with the visit to a main, branch, or other auxiliary campus, the on-site visit fee applied to such a site will be that of the respective main/branch campus.
**Reaccreditation Applicant**

<table>
<thead>
<tr>
<th>Campus Type</th>
<th>Fee per Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main or Branch Campus (Vocational)</td>
<td>$7,200</td>
</tr>
<tr>
<td>Main or Branch Campus (Avocational)</td>
<td>$4,800</td>
</tr>
<tr>
<td>Auxiliary Campus</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

The above-referenced fees may be reduced by $1,000 for any visit to a single auxiliary classroom location that is within twenty (20) miles of and conducted in conjunction with the same on-site team’s visit to a main or branch of the same institution. Full fees must be submitted, and any applicable reduction will be determined and refunded following the completion of on-site visits.

Costs for additional subject and/or management specialists required for an on-site visit team will be billed at an additional $2,400 per person. Any additional expense required to procure a highly specialized subject matter expert for an on-site team will be billed on a cost basis to the institution.

**Special On-Site Visits** include, but are not limited to, the following types of visits: preliminary, administrative, show cause, unannounced, program review, branching, change of ownership, and quality assurance visits (QAV). The special on-site visit fee will be $2,400 per person per day. Payment for an unannounced visit or quality assurance visit is due within thirty (30) days of the date of the visit.

**PROCESSING FEES FOR OTHER APPLICATIONS**

[All processing fees must accompany the application(s) submitted for review]

<table>
<thead>
<tr>
<th>Additional Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch/Auxiliary Classroom</td>
<td>$1,050</td>
</tr>
<tr>
<td>Temporary Avocational Classroom</td>
<td>$250</td>
</tr>
<tr>
<td>Change of Location</td>
<td>$250</td>
</tr>
</tbody>
</table>

**Additional Program** (Refer to ACCET Documents 25 & 25.1 to 25.7.) $1,050

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1 The minimum on-site examination fee to a main or branch campus of a vocational institution is based on a three-person visit team. The fee will increase for each additional team member.

2 The minimum on-site examination fee to a main or branch campus of an avocational institution is based on a two-person visit team. The fee will increase for each additional team member.

3 Once approved, an auxiliary classroom located adjacent to or directly across from the main or branch campus is considered an expansion of the main or branch campus facility; therefore, additional fees for the auxiliary classroom may be waived, including additional on-site reaccreditation evaluation visit fees.

Should an on-site visit to an auxiliary campus require different team members and/or supplemental travel arrangements beyond those associated with the visit to a main, branch, or other auxiliary campus, the on-site visit fee applied to such a site will be that of the respective main/branch campus.

4 Applicable where processing involves teaching site(s) and/or requires notification to state/federal agencies.
**Specialized Program (OAD, IDL, E-learning)**

1st Associate Degree\(^1\) (Refer to ACCET Document 25.OAD.) $2,000

1st Interactive Distance Learning\(^2\) (Refer to ACCET Document 25.IDL.) $2,000

1st E-learning\(^3\) (Refer to ACCET Document 25.E-learning.) $2,000

**Program Revision**

Major Review (Refer to Document 25.) $550

Minor Review (20% or less change in hours/credits) $250

Credit Hour Review or Clock-to-Credit Hour Conversion $300

**Course Addition (stand alone)** $250

**Course Revision** $200

**Add Approved (existing) Program to each Additional Site** $250

**Change of Ownership** (Refer to ACCET Documents 22/22.1.)

- outside institution $3,000
- within institution\(^4\) $1,250
- no change of control $250

**Special Consideration Request** $250

**Other changes** $250

**APPEAL FEES**

**Appeal of Accrediting Commission Decision** $9,500

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**ANNUAL REPORTING/SUSTAINING FEES**

The Annual Report (Document 12), upon which sustaining fees are based are due at the ACCET office within the first month of the institution’s fiscal year. The annual sustaining fees are computed on the basis of the institution’s previous fiscal year reported by taking the number of new enrollees during that year times the length of the program(s)/course(s) in which they were enrolled, irrespective of the number of hours completed in that fiscal year, including those enrolled at all branches, auxiliary classrooms, and classroom extensions.\(^5\) Sustaining fees are due and payable on the first day of the institution’s fiscal year, with a 30-day grace period allowed for payment. Sustaining fees received following that grace period are subject to late fees (refer to page 6).

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\(^1\)After the first occupational associate degree program is approved for an institution, the processing fee for a subsequent application for an OAD program will be reduced to $1,050.

\(^2\)After the first interactive distance learning program (IDL) is approved for an institution, the processing fee for a subsequent application for an IDL program will be reduced to $1,050.

\(^3\)After the first application for approval of an e-learning program is approved for an institution, the process fee for a subsequent application for an e-learning program will be reduced to $1,050.

\(^4\)Discretionary criteria based upon minimum prior 12 month’s full-time employment at the institution by staff constituting a majority purchase.

\(^5\)For example, 2021 sustaining fees will be based on participant clock hours (enrollment x program length in clock hours) in fiscal year 2020.
### ANNUAL SUSTAINING FEES

<table>
<thead>
<tr>
<th>Number of Participant Clock Hours Over</th>
<th>But not over</th>
<th>Sustaining Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>19,999</td>
<td>$1,450</td>
</tr>
<tr>
<td>20,000</td>
<td>49,999</td>
<td>$2,200</td>
</tr>
<tr>
<td>50,000</td>
<td>99,999</td>
<td>$2,900</td>
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<tr>
<td>100,000</td>
<td>249,999</td>
<td>$4,500</td>
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<tr>
<td>250,000</td>
<td>499,999</td>
<td>$5,500</td>
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<tr>
<td>500,000</td>
<td>749,999</td>
<td>$6,200</td>
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<tr>
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<td>$8,200</td>
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<td>1,500,000</td>
<td>1,999,999</td>
<td>$9,500</td>
</tr>
<tr>
<td>2,000,000</td>
<td>and above</td>
<td>$11,000</td>
</tr>
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</table>

**Branch Sustaining Fees**

<table>
<thead>
<tr>
<th>Number of Branches</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$660</td>
</tr>
<tr>
<td>2</td>
<td>$1,000</td>
</tr>
<tr>
<td>3</td>
<td>$1,250</td>
</tr>
<tr>
<td>4</td>
<td>$1,500</td>
</tr>
<tr>
<td>5</td>
<td>$2,000</td>
</tr>
<tr>
<td>7</td>
<td>$2,500</td>
</tr>
<tr>
<td>8</td>
<td>$3,000</td>
</tr>
<tr>
<td>10</td>
<td>$3,500</td>
</tr>
<tr>
<td>11 - 15</td>
<td>$4,000</td>
</tr>
<tr>
<td>16 - 20</td>
<td>$4,500</td>
</tr>
<tr>
<td>21 - 50</td>
<td>$5,000</td>
</tr>
<tr>
<td>51 or more</td>
<td>$6,500</td>
</tr>
</tbody>
</table>

**Auxiliary Classroom/Classroom Extension Sustaining Fees**

<table>
<thead>
<tr>
<th>Number of Classrooms</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 2</td>
<td>$660</td>
</tr>
<tr>
<td>3 - 4</td>
<td>$1,250</td>
</tr>
<tr>
<td>5 - 6</td>
<td>$2,000</td>
</tr>
<tr>
<td>7 - 8</td>
<td>$2,500</td>
</tr>
<tr>
<td>9 - 10</td>
<td>$3,000</td>
</tr>
<tr>
<td>11 - 30</td>
<td>$4,250</td>
</tr>
<tr>
<td>31 or more</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

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1 Once approved, an auxiliary classroom located adjacent to or directly across from the main or branch campus is considered an expansion of the main or branch campus facility; therefore, additional fees for the auxiliary classroom may be waived, including additional annual sustaining fees.
An additional fifty percent (50%) of total sustaining fees will be assessed institutions eligible and certified by the U.S. Department of Education to participate in Title IV student financial aid programs.

**International Administrative Fee**

An additional fifty percent (50%) of total sustaining fees will be assessed institutions operating outside of the United States and its territories.

**LATE FEES AND PENALTIES**

**Late Fee for Late Reporting:** A $500 late fee will be charged an institution for the late submission of the Annual Report (Document 12) or any report directed by the Commission including, but not limited to: (1) the ASER/ BASER, (2) Document 8, (3) Annual Financial Statements, (4) Interim Reports, (5) Staff Reports, and (6) applications for additional branches/auxiliary classrooms, new programs, degree granting, distance learning, and changes of ownership/control. An additional $500 will be assessed, if the report is not received by the ACCET office for each thirty (30) day increment beyond the required submission deadline. After sixty (60) days, an institution’s accredited status will be subject to a Show-Cause directive.

**Late Fee for Late Payments:** A $500 late fee will be charged for the late payment of the Annual Sustaining Fees or other fees identified in Document 10 including, but not limited to: (1) on-site examination fees, (2) applications for additional branches/auxiliary classrooms, new programs, degree granting, distance learning, and changes of ownership/control, and (3) appeals fees. An additional $500 will be assessed, if the payment is not received by the ACCET office for each thirty (30) day increment beyond the required submission deadline. After sixty (60) days, an institution’s accredited status will be subject to a Show-Cause directive.

**Past Due Payments:** Accreditation visits will not be conducted to an institution that fails to timely submit the required on-site evaluation visit fee, thereby jeopardizing the accreditation status of the institution. A grant of accreditation will not be awarded to an institution with any past due payments owed to ACCET, unless mitigating circumstances are determined warranted by ACCET staff.

**NOTE:** The late fee and penalties policy will be strictly enforced by ACCET.