

# 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 *(NOTE: All fees are subject to change.)*

<b>REACCREDITATION FEES (Fees effective July 1 - June 30)</b>	<b>2020/2021</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
Annual Accreditation Fee (per location)	\$ 4,395	\$ 4,570	\$ 4,750	\$ 4,940	\$ 5,090	\$ 5,240
Annual Inactive Fee	\$ 2,200	\$ 2,285	\$ 2,375	\$ 2,470	\$ 2,545	\$ 2,620
Reaccreditation On-Site Fee	NONE	NONE	NONE	NONE	NONE	NONE

<b>INITIAL ACCREDITATION FEES (Fees effective for reviews conducted between August 1 – July 31)</b>	<b>2020/2021</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
Letter of Intent Deposit	\$ 500	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Candidacy Application Fee Balance	\$ 4,250	\$ 2,940	\$ 3,140	\$ 3,345	\$ 3,505	\$ 3,670
Preaccreditation Review Fee (US)	\$ 4,750	\$ 4,940	\$ 5,140	\$ 5,345	\$ 5,505	\$ 5,670
Initial On-Site Fee (US)	\$ 4,750	\$ 4,940	\$ 5,140	\$ 5,345	\$ 5,505	\$ 5,670
Preaccreditation Review Fee (Non-US)	\$ 6,785	\$ 7,060	\$ 7,340	\$ 7,635	\$ 7,865	\$ 8,100
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>2020/2021</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
New Location Application Fee	\$ 4,750	\$ 4,940	\$ 5,140	\$ 5,345	\$ 5,505	\$ 5,670
New Location On-Site Fee	\$ 4,750	\$ 4,940	\$ 5,140	\$ 5,345	\$ 5,505	\$ 5,670

### FEE INFORMATION

**Institutions with Multiple Levels:** Institutions housing more than one accredited program level (i.e., OT doctoral, OT master’s, OTA baccalaureate, OTA associate) 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 Accreditation Department ([accred@aota.org](mailto:accred@aota.org)) 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.

**Candidacy Application Fees** are based on the due date of the Candidacy Application. After submission of a Letter of Intent, a portion of this fee will be invoiced as a non-refundable deposit. Accredited OT master's-degree level programs transitioning to the OT doctoral-degree level or OTA associate-degree level programs transitioning to the OTA baccalaureate-degree level that submitted a Letter of Intent prior to July 1, 2022, are exempt from the application fee. Beginning July 1, 2022, transitioning programs that submit a Letter of Intent to transition to a higher degree level will no longer be exempt from Candidacy Application fees.

**Preaccreditation Review Fees** will be invoiced by Accreditation staff and must be paid by the due date of the initial Report of Self-Study. Accredited OT master's-degree level programs transitioning to the OT doctoral-degree level or OTA associate-degree level programs transitioning to the OTA baccalaureate-degree level that submitted a Letter of Intent prior to July 1, 2022, are exempt from the preaccreditation review fee. Beginning July 1, 2022, transitioning programs that submit a Letter of Intent to transition to a higher degree level will no longer be exempt from Preaccreditation Review fees.

**Initial On-Site Fees** will be invoiced by Accreditation staff after the on-site evaluation is completed. Accredited OT master's-degree level programs transitioning to the OT doctoral-degree level or OTA associate-degree level programs transitioning to the OTA baccalaureate-degree level that submitted a Letter of Intent prior to July 1, 2022, are exempt from the initial on-site fee. Beginning July 1, 2022, transitioning programs that submit a Letter of Intent to transition to a higher degree level will no longer be exempt from Initial On-Site fees.

**Inactive Fees:** Inactive fees for all inactive programs must be paid until a program applies for and receives voluntary withdrawal of accreditation.

**Transitioning Programs and Inactive Fees:** Programs must pay the annual reaccreditation fee for each accredited program. Once a program transitions to a higher degree level, the newly accredited program will be charged the annual reaccreditation fee. Annual Inactive Fees will be charged for programs transitioning from the OT master's-degree level to the OT doctoral-degree level or for programs transitioning from the OTA associate-degree level to the OTA baccalaureate-degree level until the transitional program applies for and receives voluntary withdrawal of accreditation.

## FEE PAYMENTS

### Payment by Regular Mail

Accreditation fee invoices may be paid by check made payable to AOTA and mailed to:

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

### Payment by Credit Card

To pay accreditation fee invoices by credit card:

- Go to <https://myaota.aota.org/OrderPayment.aspx>.
- Enter the customer number found on the fee invoice.
- Follow the instructions to make the payment.

Please note that in order to protect financial data, AOTA is unable to accept credit card payments by fax or email. To further enhance this policy, AOTA is also requesting that payments be made online using AOTA's secure credit card payment portal as noted above rather than by sending in credit card information or paying with a credit card over the phone.