

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 (All fees are subject to change.)

REACCREDITATION FEES (Effective Jul 1 - Jun 30)	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Annual Accreditation Fee	\$4,940	\$5,090	\$5,240	\$5,400	\$5,560	\$5,730	\$5900
Annual Inactive Fee	\$2,470	\$2,545	\$2,620	\$2,700	\$2,780	\$2,860	\$2945
Reaccreditation On-Site Fee	NONE	NONE	NONE	NONE	NONE	NONE	NONE
On-site fee for additional site(s)	\$2,000	\$2,100	\$2,200	\$2,300	\$2,400	\$2,500	\$2,600

INITIAL ACCREDITATION FEES (Effective for reviews conducted between Aug 1 – Jul 31)	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Letter of Intent Deposit	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
**Candidacy Application Fee Balance	\$3,345*	\$3,505*	\$3,670*	\$3,840*	\$4,015*	\$4,195*	\$4,320*
Preaccreditation Review Fee (US)	\$5,345	\$5,505	\$5,670	\$5,840	\$6,015	\$6,195	\$6,380
**Initial On-Site Fee (US)	\$5,345	\$5,505	\$5,670	\$5,840	\$6,015	\$6,195	\$6,380
Preaccreditation Review Fee (non-US)	\$7,635	\$7,865	\$8,100	\$8,343	\$8,595	\$8,850	\$9,115
Initial On-Site Fee (non-US) - Actual plus:	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

**If a \$500 deposit was paid, add \$1,500 to Candidacy Application Fee Balance.*

OTM and OTA-A programs transitioning to a higher degree level that submitted a Letter of Intent prior to July 1, 2022, are exempt from the initial accreditation fees.

*** Programs reactivating will be charged a Candidacy Application Fee and if applicable an Initial On-site Fee.*

NEW ADDITIONAL LOCATION FEES (Effective Aug 1 - Jul 31)	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
New Location Application Fee	\$5,345	\$5,505	\$5,670	\$5,840	\$6,015	\$6,195	\$6,380
New Location On-Site Fee	\$5,345	\$5,505	\$5,670	\$5,840	\$6,015	\$6,195	\$6,380

ADMINISTRATIVE FEES	
First Timeline Change Fee	\$500
Subsequent Timeline Change Fee	\$2,000
Late Report, Late Payment or Failure to Notify Fee	\$500

Appeal Fee	\$5.000
------------	---------

FEE INFORMATION

Annual Accreditation Fee is invoiced in advance of the coming academic year. Invoices are mailed in July and payment is due no later than October 15th. Annual fees are due each year, from **all** accredited programs, 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. Notify the Accreditation department (accred@aota.org) if early invoicing is required.

Appeal Fee is a nonrefundable deposit that must be received by the Accreditation department at the time the program is notifying ACOTE of their intent to appeal.

Candidacy Application Fee will be invoiced and must be paid on or before the due date of the Candidacy Application.

Fact-Finding Fee will be invoiced for one-half of the total cost of the fact-finding team’s travel, per diem and any other related expenses.

Failure to Notify Fee may be charged if cited for noncompliance with Standard A.1.5. Notification Requirements.

Inactive Fee must be paid for all inactive programs until a program applies for and receives voluntary withdrawal of accreditation.

Initial On-Site Fee will be invoiced after the on-site evaluation is completed.

Late Report / Late Payment Fee may be charged if programs have not submitted a required or complete report or have not submitted required payment to the Accreditation department after the 7-day grace period.

Letter of Intent Deposit Fee is a nonrefundable deposit that must be received by the Accreditation department before an initial timeline is established.

Preaccreditation Review Fee will be invoiced and must be paid by the due date of the initial Report of Self-Study.

Timeline Change Fee may be charged if developing programs change the agreed upon initial timeline.

FEE PAYMENTS

Programs will be sent an invoice that will include the due date and instructions for payment.

AOTA/ACOTE is unable to accept credit card payments by fax or email. All payments, if possible, should be made online using AOTA’s secure credit card payment portal.