

# 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.)

<b>REACCREDITATION FEES (Effective Jul 1 - Jun 30)</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>
Annual Accreditation Fee (per location)	\$4,940	\$5,090	\$5,240	\$5,400	\$5,560	\$5,730	\$5,900
Annual Inactive Fee	\$2,470	\$2,545	\$2,620	\$2,700	\$2,780	\$2,860	\$2,945
Reaccreditation On-Site Fee	NONE						

<b>INITIAL ACCREDITATION FEES (Effective for reviews conducted between Aug 1 – Jul 31)</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>
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.*

<b>NEW ADDITIONAL LOCATION FEES (Effective Aug 1 - Jul 31)</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>
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

<b>ADMINISTRATIVE FEES</b>	
First Timeline Change Fee	\$500
Subsequent Timeline Change Fee	\$2,000
Late Report or Failure to Notify Fee	\$500

## FEE INFORMATION

**Annual Accreditation Fees** are 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](mailto:accred@aota.org)) if early invoicing is required.

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

**Fact-Finding Fees** 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 Fees** may be charged if cited for noncompliance with Standard A.1.5. Notification Requirements.

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

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

**Late Report Fees** may be charged if programs have not submitted a required or complete report 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 Fees** 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.