

## MAERB Accreditation Fee Schedule

### Application Fees

1. Initial Accreditation (1 campus/1 program)	\$1500
a. Each additional campus	\$650
b. Each additional program	\$650

Programs applying for Initial accreditation should submit the application fee as soon as they know when they want to have the visit scheduled. The fee pays for one person to attend an Accreditation Workshop. See the Initial Accreditation Packet for more information.

2. Continuing Accreditation (1 campus/1 program)	\$800
a. Each additional campus	\$400
b. Each additional program	\$400

CAAHEP-accredited programs need to “apply” for continued accreditation by paying fees four months prior to the comprehensive site visit.

3. Multiple Campus Program Application	\$500
4. Change of Ownership	\$500
5. Transfer of Sponsorship	\$950
6. Reactivation of an Inactive Program	\$400

All application fees are due with the applications and are not refundable.

### Annual Service Fee

1. One program on one campus	\$1200
a. Each additional program	\$600
b. Each additional campus	\$600
2. Initial Accreditation granted after June 30 of invoiced year for one program on one campus`	\$600
a. Each additional program	\$300
b. Each additional campus	\$300

CAAHEP-accredited medical assisting programs are sent the invoices in October with the final due date on the first business day of the New Year for the period January 1 through December 31 of the previous year. These fees are charged retroactively, so programs pay for the past year. In other words, for the Annual Service Fee due on January 2017, CAAHEP-accredited programs are paying for 2016 services.

There are no partial year rates, with the exception of programs accredited on or after July 1 of the year covered by the fee.

### Comprehensive Review Fee

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| 1. One program on one campus (two days)                             | \$2300 |
| a. Additional Surveyor (more than one campus/one program, two days) | \$1150 |
| b. Additional Day(s) (more than one campus/one program)             | \$600  |

The Comprehensive Review Fees pay for the travel, lodging and food of the surveyors who visit the program site. Comprehensive Review Fees are due when programs submit the Self-Study four months prior to the actual visit. Programs will be required to pay additional survey expenses if the actual expenses are in excess of these fees. The program will be invoiced for the entire amount of excess costs at the conclusion of the survey. The program will be responsible for the additional expenses incurred if, when a scheduled surveyor is not able to attend the visit, the program determines that the survey should not continue, even if the remaining available surveyor is qualified to conduct the survey as a sole surveyor. There will be no refunds of the Comprehensive Review Fee.

### Mandated Focused Visit

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| 1. Focused Visit | Actual costs |
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If MAERB schedules a focused visit to an institution based upon specific issues that have emerged, the institution will be charged the actual survey expenses (travel, lodging, hotel) of the surveyors. The program will be invoiced after the visit.

### Accreditation Workshop Fees

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| 1. One representative of a currently accredited CAAHEP medical assisting program that has paid the Annual Program Service Fee.   | Free  |
| 2. One additional representative from each additional program or campus that has paid the additional Award Program or Campus fee, along with the Annual Program Service Fee. | Free  |
| 3. A representative from an unaccredited program that has paid the Initial Accreditation Application Fee   | Free  |
| 4. A representative from an unaccredited program that has not yet paid the application fee or the application fee was paid over 12 months prior to the workshop.             | \$200 |

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| 5. A representative from a currently accredited program who already has the maximum number attending. | \$200 |
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### Change Fees

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| 1. Curriculum Change Fees  |       |
| a. 10 – 50% change in total credits or clock hours   | \$300 |
| b. 51% or greater change in total credits or clock hours   | \$500 |
| 2. Change of Award (Change a degree to a certificate/diploma or vice versa)/Addition of another accredited program |       |
|  | \$500 |
| 3. Personnel Change  |       |
| a. Program Director  | \$350 |
| b. Practicum Coordinator (additional or replacement)   | \$75  |

### Administrative Charges

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| 1. Failure to report Program Director or Practicum Coordinator change within 14 days of the vacancy                              | \$250                                      |
| 2. Failure to submit completed Program Director or Practicum Coordinator, including documentation, within 30 days of the vacancy | \$250                                      |
| 3. Failure to submit Annual Service Fee by second notice due date  | \$250                                      |
| 4. Failure to submit any requested documentation by second notice due date   | \$250                                      |
| 5. Annual Report Form Unlock Fee   | \$200                                      |
| 6. Rescheduling comprehensive site visit within six months of the confirmed date at the program’s request                        | \$500 (plus any additional travel charges) |

These administrative fees cover staff time and other administrative costs that incur due to late or incomplete material being submitted or changes being made.