

UNDERSTANDING CAEP FEES & ACCREDITATION COSTS

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Agenda

CAEP FEES & ACCREDITATION SITE VISIT COSTS

- **Background**
- **Annual Fees** for CAEP educator preparation providers (EPPs)
- **Accreditation Site Visit Costs**
 - Site Visit Fees
 - Site Visit Expenses
 - Onsite Expenditures
 - Budgeting – Cost of a Typical Accreditation Site Visit
- **Q&A**

Annual Fees

Accreditation Site Visit Costs



Site Visit Fees



Site Visit Expenses



Onsite Expenditures

Background

GENERAL OVERVIEW

- CAEP Annual EPP Fees, Site Visit Fees and Site Visit Expenses are approved by the CAEP Board of Directors *(all fees & costs presented are subject to Board approval)*
- CAEP Annual EPP Fees increased ~ 3.0%
- CAEP 2017-18 Site Visit Fee rate of \$1,980 per visitor
- CAEP 2017-18 Site Visit Expense rate of \$825 per visitor
- CAEP Model – generate sufficient revenues through multiple funding sources to support ongoing CAEP operations

Background

FUNDING SOURCES

- Multiple funding sources
 - Donated services valued at over \$4 million
 - Member Organizations
 - State Partnerships
 - Contributions and Grants
 - Educator Preparation Providers (EPPs)
- Generated revenues provide funding for various programs and all accreditation activities
- EPP annual fees and accreditation site visit fees are only part of the overall CAEP revenue and expense structure

Annual Fees



CAEP STRUCTURE

- CAEP Annual EPP Fees
 - Single structure
 - Elimination of sustaining fees
 - Based on number of completers
 - 98% of CAEP EPPs have lower or similar fees

Annual Fees



COMPLETERS – Determining # of Completers

- **What is the definition of a completer?**
 - Any candidate who exited a preparation program by successfully satisfying the requirements of the Educator Preparation Provider (EPP)
- **Which school-year's data is used by CAEP?**
 - Previous school year or latest available
- **Where does CAEP obtain this information?**
 - Annual Report submitted by the EPP

Annual Fees



COMPLETERS – Fee Structure Chart

Completers	2017-2018
0-50	\$2,560
51-150	\$2,840
151-300	\$3,240
301-500	\$3,750
501-1000	\$4,940
1000+	\$5,740

Annual Fees



INVOICING

- **What? – CAEP EPPs will be invoiced annual fees as:**
“CAEP Annual EPP Fees”
- **When? – Fees invoiced in May/June and due upon receipt**
- **Why? – Provides EPPs and CAEP more flexibility in budgeting and managing of fiscal-year budgets**

Accreditation Site Visit Costs



SITE VISIT FEES – Overview

Site Visit Fee rate for 2017-18 is **\$1,980 per site visitor**

- Accreditation site visit fees cover administrative support for the site visit including:
 - Review of required documents by staff
 - Production of reports such as Formative Feedback Report and Site Visit Report
 - Managing the actual site visit
 - Expenses related to the Accreditation Council decision-making process
- Accreditation site visit fees are calculated based on the size of the site visit team

Accreditation Site Visit Costs



SITE VISIT FEES – Site Team Size

CAEP automatically assigns 5 site visitors – site team size **may** be adjusted using the following criteria:

- Additional site visitors **may** be assigned if the EPP:
 - Has 500 or more completers
 - Has more than 20 programs (licensure areas)
 - Offers the program at multiple sites
 - Has not been previously accredited
- Fewer site visitors **may** be assigned if the EPP:
 - Has fewer than 10 programs (licensure areas)
 - Review covers only one of the preparation levels
 - Is hosting a joint CAEP/State site visit
 - Is hosting an interim site visit

Accreditation Site Visit Costs



SITE VISIT EXPENSES – Overview

Site Visit Expense rate for 2017-18 is **\$825 per site visitor**

- Accreditation site visit expenses cover in-transit/travel costs for site visitors traveling to and from the EPP's local airport, including:
 - Airfares
 - Airport parking fees
 - Baggage fees
 - Meals in-transit

Accreditation Site Visit Costs



SITE VISIT EXPENSES – Overview (continued)

- Accreditation site visit expenses are **pre-invoiced** to EPPs to:
 - Eliminate any surprises due to unexpected increases in airfares and/or expenses
 - Provide certainty and flexibility for budgeting purposes
 - Increase cost efficiency and minimize logistical considerations
- For remote locations, a travel surcharge may apply
- **EPPs may elect to directly arrange, and pay for, in-transit / travel expenses**

Accreditation Site Visit Costs



ONSITE EXPENDITURES

These costs **vary by location** and are **not included** in the invoice from CAEP.

- Onsite expenditures typically include:
 - Hotel costs for the site team
 - Workrooms at the hotel/campus, with Internet access
 - Transportation to/from the EPPs local airport to/from campus and hotel
 - Meals and refreshments for the site team
 - Computer rentals and supplies as needed

Accreditation Site Visit Costs

INVOICING



- **What? – All Accreditation Site Visits will be invoiced as:**
“CAEP Accreditation Visit Fees & Visit Expenses”
- **When? – Invoiced before each accreditation cycle:**
Fall visits: July/August
Spring visits: December/January
Due **before** actual visit date
- **Why? – Provides EPPs more flexibility in the budgeting and managing of accreditation site visit fees and expenses**

Reminder: Onsite Expenditures are not included in the CAEP invoice, these are directly arranged and paid by the EPPs



Accreditation Site Visit Costs

BUDGETING – Cost of a typical CAEP Accreditation Site Visit (2017-18)

Standard Team Size of 5 CAEP site visitors:

2017-18

Site Visit Fees $\$1,980 \times 5 = \$ 9,900$

Site Visit Expenses $\$ 825 \times 5 = \underline{\$ 4,125}$

Total CAEP Invoice = \$14,025

Onsite Expenditures = EPP's Responsibility

Note: The Formative Feedback Meeting = Conducted Virtually Only
(i.e. CAEP consultation prior to accreditation site visit)

Q & A

Thank you for your time!

Email questions to:

CAEP Finance – CAEPfinance@caepnet.org

or

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