

# UNDERSTANDING CAEP FEES & ACCREDITATION COSTS

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# Agenda

## CAEP FEES & ACCREDITATION SITE VISIT COSTS

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- **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 \$1,970 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

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- 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

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- 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

<b>Completers</b>	<b>2017-2018</b>
0-50	\$2,550
51-150	\$2,825
151-300	\$3,225
301-500	\$3,735
501-1000	\$4,920
1000+	\$5,715



# Annual Fees



## INVOICING

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- **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

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Site Visit Fee rate for 2017-18 is **\$1,970 per site visitor**

- Accreditation site visit fees cover administrative support for the site visit including:
  - Review of required documents by staff
  - Production of the off/onsite reports
  - Managing the actual site visit
  - Expenses related to the 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

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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)

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- 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







# Q & A

Thank you for your time!

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Email questions to:

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