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## MEMORANDUM

To: ABHES-Accredited Institutions and Programs

From: Carol Moneymaker, Executive Director

Date: June 20, 2011

Subject: Application and Sustaining Fees

The Accrediting Bureau of Health Education Schools (ABHES) recently acted to increase a number of application fees and its annual sustaining fees for both institutional and programmatic accreditation. The last increase in fees was October 2008. Since that time, ABHES has added five full-time staff members in an effort to respond to the additional work necessary to effectively adhere to additional federal requirements recently placed upon accrediting agencies. During this period of time the ABHES membership has increased by approximately 115 necessitating significant internal operational changes, including the purchase of a new database, and additional meetings.

Institutional annual sustaining fees have been increased 9%, rounded to the nearest hundred and increased its current last fee level and added an additional level, Group XI. Programmatic annual sustain fees have been revised to increase student enrollment number given the trends ABHES sees in its enrollment statistics.

The fee schedule, **effective July 1, 2011**, is outlined below (Appendix K of the *Accreditation Manual*) with the current fee crossed out, as applicable. Additional, clarifying language has been added in some areas for which questions have been posed in the past.

## APPENDIX K

### FEES

(Effective ~~October 1, 2008~~ July 1, 2011)

#### ACCREDITATION USER FEES

*(Note: site visit expenses, as applicable, are not included)*

##### Initial Application for Accreditation

Initial (first location, includes all programs) \$3,000 4,000

Initial (each non-main and/or satellite campus, includes all programs)  
*(includes change in status from programmatically to institutional)* \$3,000 4,000

##### Reapplication

Recycle (each main and non-main campus) \$2,000 2,500  
*(includes change in status from programmatically to institutional)*

**Application for Non-Main Campus Inclusion** \$3,000

**Application for Satellite Campus Inclusion** \$3,000

**Application for Separate Classroom Space Inclusion** ~~\$800~~ 1,000

**Application for New Program Approval** [including substantive change (50% +)] ~~\$1,000~~ 1,200  
Each additional location, identical program, submitted at same time \$500

**Application for Substantive Program Revision** (change of 25% – 49%) \$~~500~~ 800  
Each additional location, identical program, submitted at same time \$~~250~~ 400

**Application for Minor Program Revision** (under 25% change) \$~~150~~ 250

**Application for Change in Academic Measurement** \$750  
(clock-to-credit hour or credit-to-clock hour)

**Application for Change in Method of Delivery** (first location) \$~~400~~ 800

**Application for Change in Method of Delivery**  
(same program at other location) \$~~400~~ 400

**Application for Excluded Continuing Education Courses/Program** \$200

##### **Application for Change in Ownership**

Main campus \$3,000

Each non-main campus \$2,000

Programmatically accredited, per campus \$1,000

**Application for Change in Location** \$500

<b>Application for Change in Name</b>	\$300
<b>Application for Change of Status</b> (institutional to programmatic)	\$300
<b>Commission-Directed Focus Visit</b>	<del>\$2,000</del> <u>3,000</u>
<b>Show-Cause Appearance Fee</b>	<del>\$2,000</del> <u>\$3,000</u>
Expense deposit (commissioners)	\$2,000
<b>Show-Cause Teleconference Meeting</b>	\$2,000
(\$2,000 expense deposit fee waived for meeting conducted by teleconference)	
<b>Appeal Fee</b> (denial, withdrawal)	\$5,000
Expense deposit	\$5,000
<b>Late Submission Fee</b>	
(received after ABHES-directed deadline)	<del>\$500</del> <u>700</u>
(Note: a show-cause directive will be issued after 60 days)	
<b>Accreditation Workshop Fees</b>	
<b>Registration Fee</b>	<del>\$500</del> <u>800</u>
School-Sponsored (up to 10 attendees; <del>\$200</del> <u>400</u> per additional attendee)	<del>\$5,000</del> <u>6,000</u>
<b>Visit Cancellation Fee</b> ( <u>effective date of visit confirmation letter</u> )	\$500
(plus cost of team member expenses)	

## Annual Sustaining Fees

### Institutional Accreditation:

	<u>Gross Annual Tuition (\$)</u>	<u>Fee (\$)</u>
Group I	0–199,000	<del>2,000</del> <u>2,200</u>
Group II	200,000–399,000	<del>2,500</del> <u>2,700</u>
Group III	400,000–599,000	<del>3,500</del> <u>3,800</u>
Group IV	600,000–799,000	<del>5,000</del> <u>5,500</u>
Group V	800,000–999,000	<del>6,000</del> <u>6,500</u>
Group VI	1,000,000–2,999,000	<del>7,500</del> <u>8,200</u>
Group VII	3,000,000–4,999,000	<del>8,000</del> <u>8,700</u>
Group VIII	5,000,000 <del>and up</del> – 7,999,999	<del>9,500</del> <u>10,400</u>
Group IX	8,000,000 and up	<u>12,000</u>

### Programmatic Accreditation

(Medical Assistant, Medical Laboratory Technology, Surgical Technology):

	<u>Number of Students Enrolled</u>	<u>Fee (\$)</u>
Group I	1–25	<u>1,200</u>
Group II	<del>26–75</del>	<u>1,500</u>
Group III	<del>76–150</del>	<u>2,500</u>
Group IV	<del>151–250</del>	<u>3,500</u>
Group V	<del>251 and up</del>	<u>4,000</u>
Group I	1– <del>25</del> –75	<u>1,500</u>
Group II	<del>26–75</del> –76–150 200	<u>3,200</u>
Group III	<del>151–201</del> - 300– <del>250</del>	<u>4,000</u>
Group IV	<del>251 and up</del> –301 - 500	<u>5,500</u>
Group V	501 and up	<u>6,500</u>