



OCCUPATIONAL THERAPIST ASSISTANT AND PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

POLICY & PROCEDURES ACC-10 – FAILURE TO PAY FEES

PREAMBLE

In order to maintain Candidacy or Accreditation Status, education programs must maintain compliance with Candidacy Status criteria or Accreditation Standards, by meeting the following requirements:

- 1) submission of Progress Reports as required in the Accreditation Review & Status Report (AR & SR) (accredited programs only),
- 2) submission of an Annual Accreditation Report (online survey),
- 3) **payment of an annual fee,**
- 4) reporting of any substantive change in an education program which may affect compliance,
- 5) nomination of one educator meeting the PRT member eligibility criteria to join the pool of PRT members,
- 6) publication of accreditation status, and
- 7) use of approved text to publicly disclose candidacy status, if choosing to publish candidacy status.

1.0 POLICY

- 1.1 Payment of an annual accreditation fee, as per the Fee Schedule (GUIDE-03) is a requirement for education programs in order to maintain candidacy or accreditation status.
- 1.2 Payment due date (February 28) is 60 days after receipt of the invoice by the program.
- 1.3 After the due date, the annual accreditation fee increases by 10%.
- 1.4 Failure to submit the annual accreditation fee + 10% within 45 days of the due date will result in the program being placed on Administrative Probation.
- 1.5 Programs who remain on Administrative Probation for 4 months will receive notice that candidacy status/accreditation status will be withdrawn, and the program will no longer be recognized by the OTA & PTA EAP.

2.0 PROCEDURES

- 2.1 The OTA & PTA EAP will invoice the program coordinator of all programs (those with candidacy status and those with accreditation status) for the annual accreditation fee in late December/early January of each year, in agreement with the GUIDE-03 Fee Schedule.
- 2.2 Payment due date (typically February 28) will be included on the invoice, and will be set as 60 days from the date of the invoice.
- 2.3 The program coordinator of education programs from which payment has not been received by the due date will be notified by telephone and/or email that
- a) the program has failed to meet the annual accreditation fee due date,
 - b) the annual accreditation fee increases by 10% after the due date, and
 - c) the payment + 10% must be received within 45 days.
- 2.4 If payment is not received from the education program within 45 days of notification of non-payment, the OTA & PTA EAP will place the program on Administrative Probation (see ACC-11 Administrative Probation).

Policy Number: ACC-10	
Date of last revision	Associated documents
<i>November 2013</i>	GUIDE-03 Fee Schedule
	Program Accreditation Handbook
	ACC-11 Administrative Probation