

OCCUPATIONAL THERAPIST ASSISTANT & PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

GUIDE-03 FEE SCHEDULE

Candidacy Status – Application Fee

To be submitted at the time of submission of Candidacy Status application

- 2018: \$5630¹ + GST/HST in the province in which the program resides.
- 2019: \$5743 + GST/HST in the province in which the program resides.
- 2020: \$5758 + GST/HST in the province in which the program resides.

Programs applying for Candidacy Status with the Occupational Therapist Assistant & Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) must submit the application fee with the Candidacy Status documentation ([ACC-14 Candidacy Status](#)).

Programs who apply for but who do not meet Candidacy Status criteria will be given feedback regarding areas of non-compliance. The Candidacy Status Application fee will not be returned. If the Program still wishes to participate in the accreditation process, it must re-submit its Preliminary Report to address the areas where deficiencies have been identified. Re-submission of a Preliminary Report must be accompanied by a \$200 administrative fee. If re-submission occurs more than two years since the initial submission, it must be accompanied by a second full Candidacy Status Application Fee.

Once Candidacy Status is granted, the program will be required to pay the annual fee (see below) beginning in the following calendar year to maintain Candidacy Status.

Annual Fee

Invoiced to each program in December each year, with due date for payment February 28.

- 2018: \$7321²+GST/HST in the province in which the program resides.
- 2019: \$7467+GST/HST in the province in which the program resides.
- 2020: \$7616+GST/HST in the province in which the program resides.

All educational programs with candidacy status and accreditation status will be invoiced the annual fee, **due February 28**. This rate is based on amortizing the costs of continued program development and operations over the six-year accreditation cycle. Programs do not pay additional costs the year their site visit is scheduled.

¹ Subject to annual adjustment (equal to the Consumer Price Index set in October each year by the Government of Canada, or 2%, whichever is greater), in accordance with the PEAC Financial Framework

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Distributed Education

Site Fee (per site): *To be invoiced at the time of approval of eligibility for a distributed site to be added to the parent program's candidacy status*

Programs with Candidacy Status

2018: \$2252³ + GST/HST in the province in which the program resides.

2019: \$2297 + GST/HST in the province in which the program resides.

2020: \$2343 + GST/HST in the province in which the program resides.

Programs with Accreditation Status

2018: \$2927⁴ + GST/HST in the province in which the program resides.

2019: \$2986 + GST/HST in the province in which the program resides.

2020: \$3046 + GST/HST in the province in which the program resides.

Each distributed education site found to be eligible to be added to the parent program's candidacy or accreditation status as described in policy [ACC-08 Distributed Education](#) must pay the distributed education site fee shown above upon approval of the distributed site's eligibility to be added to the parent program's status.

Additional Fees

An education program for which an onsite visit is required in addition to the regularly scheduled six-year accreditation cycle visit will be invoiced a \$2500 administrative fee, and is responsible to pay the costs of travel, accommodation, and food for a Peer Review Team's visit.

Examples of such onsite visits may include a review of:

- a new distributed education site (see [ACC-08 Distributed Education](#))
- a program with probationary accreditation status (see [ACC-03 Accreditation Decisions](#))
- a program which has submitted a Report of Substantive Change for approval (see [ACC-07 Substantive Change](#))

Failure to Pay Fees

Policies [ACC-10 Failure to Pay Fees](#) and [ACC-11 Administrative Probation](#) outline the steps taken by the OTA & PTA EAP when an education program fails to pay the required fees.

NOTE: There is no refund on previously submitted candidacy status application fees, or Accreditation annual fees should an educational program decide to withdraw from the accreditation process.

Guideline Number: GUIDE-03	
Date of last revision	Associated documents
Sept 2012	Program Accreditation Handbook
June 2013	GUIDE-01 Candidacy Status
Nov 2013	Financial Framework (PEAC)
Sept 2014	ACC-03 Accreditation Decisions
Sept 2015	ACC-10 Failure to pay fees
	ACC-08 Distributed Education
	ACC-11 Administrative Probation
	ACC-07 Substantive Change
	ACC-14 Candidacy Status

³ Each eligible Distributed Education site pays 40% of the full fee

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