

## Occupational Therapist Assistant & Physiotherapist Assistant Education Accreditation Program

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### 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. publication of accreditation status, and
6. 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remain on Administrative Probation for 4 months will receive notice that candidacy status/accreditation status will be withdrawn, and the program will no longer be recognized by the OTA & PTA EAP.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
- the program has failed to meet the annual accreditation fee due date,
  - the annual accreditation fee increases by 10% after the due date, and
  - 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	
Last revision	Associated documents
Nov 2013	<a href="#">GUIDE-03: Fee Schedule</a>
March 2019	<a href="#">Program Accreditation Handbook</a>
	<a href="#">ACC-11 Administrative Probation</a>