

## Occupational Therapist Assistant & Physiotherapist Assistant Education Accreditation Program

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### GUIDE-03 FEE SCHEDULE

The development and operation of the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) is funded solely through annual fees paid by the education programs participating in the accreditation process. Payment of an annual accreditation fee is a requirement for education programs to maintain candidacy or accreditation status.

Fees are based on amortizing the costs of continued program development over the six-year accreditation cycle. Programs do not pay additional costs the year their accreditation site review is scheduled. Invoices are sent in December with payment required by February 28 in the following year.

#### Annual Fee for Programs with Accreditation or Candidacy Status

2021: \$7647 + GST/HST  
2022: \$7800 + GST/HST  
2023: \$7956 + GST/HST

#### Candidacy Status Application Fee

The application fee is due at the time of submitting Candidacy Status documentation ([ACC-14 Candidacy Status](#)).

2021: \$5880 + GST/HST  
2022: \$5998 + GST/HST  
2023: \$6118 + GST/HST

Once Candidacy Status is awarded, the program will be required to pay the annual fee (as above) beginning in the following calendar year to maintain Candidacy Status.

If a program does not meet Candidacy Status criteria and wishes to re-submit its Preliminary Report a \$200 administrative fee will apply. If re-submission occurs more than two years after the initial submission, it must be accompanied by a second full Candidacy Status Application Fee.

#### Fees for Programs with Distributed Education Sites

Programs with *Accreditation Status* who have distributed education sites will be invoiced annually for each site as follows:

2021: \$3057 + GST/HST  
2022: \$3118 + GST/HST  
2021: \$3180 + GST/HST

Programs with *Candidacy Status* who have distributed education sites will be invoiced annually for each site as follows:

- 2021: \$2352 + GST/HST
- 2022: \$2399 + GST/HST
- 2023: \$2447 + GST/HST

The distributed education site fee must be paid at the beginning of the invoice year following approval of the distributed site’s eligibility to be added to the parent program’s status.

Please refer to [ACC-08 Distributed Education](#) for details regarding eligibility and accreditation of distributed education sites.

### Additional Fees

An education program for which a focussed review is required in addition to the regularly scheduled six-year accreditation cycle visit will be invoiced a \$2500 administrative fee. The program is also responsible to pay the costs of travel, accommodation, and food (if required) for a Peer Review Team’s visit.

Examples of such focussed reviews 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.

**Please 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.

Fees are subject to an 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. Every effort will be made to provide one year’s notice to education programs should the fee increase over and above this maximum annual 2% increase.

Guideline Number: GUIDE-03	
Last Revised	Associated documents
Sept 2012	<a href="#">Program Accreditation Handbook</a>
June 2013	<a href="#">GUIDE-01 Candidacy Status</a>
Nov 2013	Financial Framework (PEAC)
Sept 2014	<a href="#">ACC-03 Accreditation Decisions</a>
Sept 2015	<a href="#">ACC-10 Failure to pay fees</a>
Nov 2018	<a href="#">ACC-08 Distributed Education</a>
October 2020	<a href="#">ACC-11 Administrative Probation</a>
	<a href="#">ACC-07 Substantive Change</a>
	<a href="#">ACC-14 Candidacy Status</a>

