



## 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.

#### Programs with Accreditation or Candidacy Status

All education programs with Accreditation Status or Candidacy Status will be invoiced in December for an Annual Accreditation fee, due February 28 of the following year. This rate is based on amortizing the costs of continued program development and operations over the six (6)-year accreditation cycle. Programs do not pay additional costs the year their accreditation site review is scheduled.

The Annual Accreditation fee is subject to an annual adjustment (equal to the Consumer Price Index set in September 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 Annual Accreditation fee increase over and above that of the Consumer Price Index increase.

There is no refund on previously submitted Annual Accreditation fees should an education program decide to withdraw from the accreditation process.

2022 Annual Accreditation Fee: \$8006 + GST/HST

2023 Annual Accreditation Fee: \$8558 + GST/HST

2024 Annual Accreditation Fee: \$8823 + GST/HST

#### Candidacy Status Application Fee

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

2022 Candidacy Status Application Fee: \$6156 + GST/HST

2023 Candidacy Status Application Fee: \$6581 + GST/HST

2024 Candidacy Status Application Fee: \$6785 + GST/HST

Once Candidacy Status is awarded, the education program will be required to pay the Annual Accreditation fee (as listed above), which will be invoiced in December and will be due February 28 of the following year, to maintain Candidacy Status.

If an education program does not meet Candidacy Status criteria and wishes to re-submit its Candidacy Status 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.

There is no refund on previously submitted Candidacy Status Application fees should an education program decide to withdraw from the accreditation process.

### Accredited Programs with Distributed Education Sites

*Accredited* education programs with eligible and accredited distributed education sites (see policy [ACC-07 Distributed Education](#) for details regarding eligibility and accreditation of distributed education sites) will be invoiced in December for an Annual Accreditation Fee, as listed above, due February 28 of the following year. The invoice will include an additional 40% of the Annual Accreditation fee for every distributed education site included in the education program's accreditation status.

2022 Accredited Education Program Distributed Site Fee: \$3201 + GST/HST

2023 Accredited Education Program Distributed Site Fee: \$3422+ GST/HST

2024 Accredited Education Program Distributed Site Fee: \$3529 + GST/HST

Education programs with *Candidacy Status* who have eligible distributed education sites (see policy [ACC-07 Distributed Education](#) for details regarding eligibility of distributed education sites) will be invoiced in December for an Annual Accreditation Fee, as listed above, due February 28 of the following year. Once the distributed sites' eligibility has/have been approved, the invoice will include an additional 40% of the Candidacy Status Application fee for every distributed education site included in the education program's accreditation status.

2022 Education Program with Candidacy Status Distributed Site Fee: \$2463 + GST/HST

2023 Education Program with Candidacy Status Distributed Site Fee: \$2633 + GST/HST

2024 Education Program with Candidacy Status Distributed Site Fee: \$2714 + GST/HST

### Focused Review Administrative Fee

An education program for which a focused review is required in addition to the regularly scheduled six (6)-year accreditation cycle visit will be invoiced a Focused Review Administrative Fee in addition to the costs of travel, accommodation, food, and expenses for a Peer Review Team to complete the focused review.

Examples of such focused reviews may include a review of:

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

The Focused Review Administrative Fee is subject to an annual adjustment (equal to the Consumer Price Index set in September each year by the Government of Canada, or 2%, whichever is greater), in accordance with the PEAC Financial Framework.

There is no refund on the Focussed Review Administrative Fee.

2023 Focussed Review Administrative Fee: \$2500 + GST/HST

2024 Focussed Review Administrative Fee: \$2578 + GST/HST

**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 if an education program fails to pay the required fees.

Guideline Number: GUIDE-03	
Date of Last Revision	Associated documents
<i>Sept 2012</i>	<a href="#">Program Accreditation Handbook</a>
<i>June 2013</i>	<a href="#">ACC-03B Accreditation Decisions</a>
<i>Nov 2013</i>	<a href="#">ACC-07 Substantive Change</a>
<i>Sept 2014</i>	<a href="#">ACC-08 Distributed Education</a>
<i>Sept 2015</i>	<a href="#">ACC-10 Failure to Pay Fees</a>
<i>Nov 2018</i>	<a href="#">ACC-11 Administrative Probation</a>
<i>Oct 2020</i>	<a href="#">ACC-14 Candidacy Status</a>
<i>Nov 2022</i>	<a href="#">GUIDE-01 Candidacy Status</a>
<i>Nov 2023</i>	
<i>Dec 2023</i>	
<i>Mar 2024</i>	