

## CEA Fee Schedule

January 2023

(Fees are for single sites or for individual sites in a multi-site organization, unless otherwise indicated in Additional/Special Fees/Notes)

Activity	Fees	Explanation of Fee	Additional/Special Fees/Notes	Payment Due
<b>Initial accreditation</b>	These fees are paid by all programs and institutions seeking initial accreditation.			
<b>Application for eligibility</b>	\$450	Administrative fee	Multi-site organizations pay the application fee for each branch applying.	Upon invoice for initial eligibility application. Non-refundable.
<b>Accreditation workshop</b>	\$350	\$350 fee for first representative. \$200 for each additional representative from the same site within the same 12-month period.	Multi-site organizations pay \$350 for first representative and \$200 for each additional representative from sites that enter the accreditation process in the same 12-month period.	Upon invoice issued at time of workshop registration. Refundable up to 1 month before the workshop.
<b>Customized accreditation workshop</b>	US: \$2,500 plus direct expenses	Workshop at a specific site or school customized for multiple participants. Site pays all direct costs, including travel, food, and lodging for presenter.		Upon invoice issued at the time a custom workshop is confirmed. Refundable minus any direct expenses up to 1 month before the workshop.
	International: \$1,000 plus \$1,000 per day of on-site work and travel by presenter plus direct expenses	Workshop at a specific site or school customized for multiple participants. Site pays all direct costs, including travel, food, and lodging for presenter.		
<b>Plan for the self-study</b>	Single site: \$2,500  Multi-site: \$2,500 for first site, plus \$500 for each additional site	Review of the self-study plan, counsel during period of self-study, and administrative review of the self-study report.	Multi-site organizations pay the full amount for the first site and a reduced amount for each additional site.  Fee not required for plan for continued initial accreditation of additional branch locations.	Upon invoice with submission of self-study plan. Non-refundable.

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<b>Initial accreditation, cont.</b>	These fees are paid by all programs and institutions seeking initial accreditation.			
<b>Site Visit</b>	US single site: \$6,850	Includes team expenses (travel, food, and lodging), costs related to financial review and conducting the site visit. <i>(Includes in-person follow-up visit fee)</i>	Additional \$1,000/day if extra days are necessary to review auxiliary locations or to review TEFL certificate, foreign language, and/or youth programs.	Due upon invoice per CEA's schedule for submitting self-study reports and fees.  If the site cancels or postpones an already scheduled visit, CEA will retain 50% of the fee or the amount needed to recover CEA expenses, whichever is greater.
	Multi-site organizations: \$6,850 base fee for first site	CEA determines site visit fees for multi-site organizations based on locations and proximity of locations to each other.	Contact CEA for details of multi-site fees.	
	International: \$4,200 plus direct expenses	For international visit, site pays all direct costs, including travel, food, and lodging for site visitors.	\$1,000/day for each working day on site over 3 days.	
<b>Sustaining fees</b>	These fees are paid by all accredited sites.			
<b>Annual sustaining fees</b>	Single site: \$1,700 base fee plus \$.55 per student week. \$9,000 cap	To sustain accreditation status as a constituent of the Constituent Council. Based on the prior year's student weeks for all programs included in the accreditation review.	Students at auxiliary locations and in additional programs included in determining student weeks. For multi-site organizations, \$.55/student week for students at <u>all</u> accredited sites (\$9,000 cap) plus \$1,700 for the first site and \$500 for each additional branch.  Sites with 50% or more of students enrolled less than half-time may be eligible for a modified student week calculation. Contact CEA for details.	Instructions issued in November. Student-weeks submission due by February 15 with submission of annual report package. Fee payable upon invoice. Non-refundable.
<b>Sustaining fee at time of initial accreditation</b>	Based on annual sustaining fee. (see above)	To sustain status as a constituent of the Constituent Council. Partial year sustaining fees are pro-rated based on the time of year the site becomes accredited.	At the time of the initial accreditation decision, the additional branch incurs a fee equal to the branch location base fee required of multisite organizations (\$500).	Due upon invoice. Non-refundable.

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<b>Reaccreditation fees</b>	These fees are paid by all programs and institutions seeking reaccreditation.			
<b>Application for reaccreditation</b>	\$450	Application for reaccreditation.	Multi-site organizations pay the application fee for each branch applying.	Upon invoice submission of the application form. Non-refundable.
<b>Accreditation workshop</b>	\$350	\$350 fee for first representative. \$200 for each additional representative from the same site within the same 12-month period.	Multi-site organizations pay \$350 for first representative and \$200 for each additional representative from sites that enter the accreditation process in the same 12-month period.	Upon invoice issued at time of workshop registration. Refundable up to 1 month before the workshop.
<b>Timeline and plan for self-study</b>	Single site: \$500  Multi-site:\$500 for first site, plus \$100 for each additional site	Review of the reaccreditation self-study timeline, counsel during period of self-study, and administrative review of the self-study report.	Multi-site organization pay the full amount for the first site and a reduced amount for each additional site.	Upon invoice with submission of the timeline. Non-refundable.
<b>Site Visit</b>	Fees for reaccreditation site visits are the same as fees for initial accreditation site visits. See initial accreditation, above.			
<b>Interim report</b>	\$1,500	Fee for review of interim report in the fifth year of reaccreditation.	The interim report is submitted in the 5 <sup>th</sup> year of a 10-year reaccreditation period.	Upon invoice with submission of interim report. Non-refundable.
<b>Other fees</b>				
<b>Appeals</b>	\$4,500 deposit	Expenses in connection with convening an appeals panel. Actual expenses for the appeal, plus a 25% processing fee deducted from the deposit.	In case of withdrawal of appeal, CEA will retain 50% of the deposit or amount needed to recover CEA expenses, whichever is greater.	Site pays at the time an appeal is made.
<b>Change of ownership</b>	\$1,500	Fee for administering change of ownership application review and follow-up.	Additional fees may apply pending review of change of ownership application if additional or external review is required.	Upon invoice for change ownership application form. Non-refundable.
<b>Special site visit</b>	\$1,850 for one person	Fee for on-site visit as required by the Commission as part of an accreditation decision, advisory or adverse action, substantive change, application for accreditation of an additional branch location or other reason.	\$1,000 for each additional person if required. \$1,000/day for each working day over one day.  For international special site visits, site pays all direct costs, including travel, food, and lodging for site visitors.	Upon invoice for the visit. Non-refundable.
<b>Application for an additional branch location</b>	\$1,500	Fee for review of application to add an additional branch location.	Additional \$500 fee for applications to open more than two additional branch locations within one year.	Upon invoice with application. Non-refundable.