Sustaining Fees Instructions

2026

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Important note: CEA will host a webinar on December 11, 2025, at 11:00 a.m. (Eastern) to review the Annual Report package requirements and CEA Annual Report Portal. Anyone with access to the site record can see all parts of the site record. The webinar recording will be published at www.cea-accredit.org/resources as well as dates and registration information for additional training sessions.

1. 2026 Worksheet and Process Overview

The 2026 submission is completed through the CEA Annual Report Portal. Student weeks numbers are submitted through the Sustaining Fees section. The Sustaining Fees section must be completed prior to the Annual Review section. The Annual Review section will be locked until Sustaining Fees are submitted.

- One entry for student weeks needs to be made for each accredited site.
- A separate entry is required for the student weeks at each accredited branch in a multi-site organization.
- Each site will submit the online form to CEA utilizing the Student Weeks section of the CEA Annual Report Portal.
- CEA will verify the calculations and then issue an invoice. The invoice will include payment instructions and all available payment methods.
- Student weeks calculation worksheets are available on the CEA Resources page for your reference and are not uploaded to CEA.

Student week numbers must be submitted no later than February 15, 2026.

2. Explanation of Fees

Each accredited site must pay an annual sustaining fee to CEA. Sustaining fees for the designated year (2026) are based on enrollment from January to December of the previous year (2025).

- Each accredited site, including those in a multisite system, pays a base fee plus an additional amount calculated on the sum of student weeks for all full-time and part-time enrolled students.
- The additional amount calculated for student weeks is at a rate of $.55 per student per week for full-time students, and half of that ($.275) for part-time students.
- Single sites and multisite systems follow slightly different formulas to arrive at the sustaining fee due.
    - For single sites, the base fee is $1,700, which is added to the student weeks calculation, for the total sustaining fees. The total sustaining fees are capped at $9,000.
    - For multisites, the base fee has two parts: the main branch base fee is $1,700 and the base fee for each additional branch is $500. The student weeks for all locations are calculated; the aggregate student weeks are capped at $9,000. The sustaining fee is then the total of the base fees and the student weeks calculation.

There are no increases to sustaining fees for 2026. For more information about fees, visit the CEA website at: https://cea-accredit.org/accreditation/fees.

Contact finance@cea-accredit.org if you have any questions about the calculation or submission process.

NOTE: A 10% late fee will be assessed for failure to pay sustaining fees by the deadline. CEA staff may place a program or institution on administrative warning for failure to submit a complete annual report package and pay sustaining fees by the deadline. As specified in *CEA Policies and Procedures* Section 12: Advisory and Adverse Actions, following a warning action and after consideration of the accredited site's response, the Commission will determine whether the issue is resolved or unresolved, and the next step in the advisory action hierarchy will be taken.

3. Instructions for Calculating and Paying Fees

CEA accredits site-by-site; therefore, each accredited site must submit separate student weeks numbers.

For multisite organizations and sites that have auxiliaries, each accredited site must account for student enrollments at each location, including auxiliary locations and all accredited educational programs.

- Each site in a multisite organization must enter student weeks numbers independently into each site's record of the CEA Annual Report Portal.
- You will need to provide CEA Site IDs for all affiliated accredited branches for each submission from a multisite organization.

Please review these steps to calculate and pay sustaining fees.

Step 1. Determine student weeks totals.

- Go to pages 3-5 of this instructional document.
  - Select the instructions for either a single site calculation or a multisite calculation.
  - Select the instructions for either fixed enrollments or rolling enrollments.
- Follow the instructions for completing the student weeks calculation to determine the site's annual student week totals.
- Use enrollment figures for each session (term/semester) offered in 2025 (January 1 – December 31).
- Include enrollment figures at an auxiliary site, if any, on the same worksheet for the site which controls the auxiliary.
- Multisite systems must submit one entry for each accredited site as denoted by the CEA Site ID (visit www.cea-accredit.org/accredited-sites to look up CEA Site IDs).
- Contact finance@cea-accredit.org if you require or have a previously approved alternate approach to reporting student weeks.

Special guidance for sites with rolling enrollments

- If the program or institution offers sessions with fixed start /end dates but allows students to enroll at any time, there will be several entries for each 'session', with a different number of weeks.
- If the program or institution offers sessions that do not have specific fixed start/end dates, disregard the first column on the worksheet. In the second column, list the possible lengths of enrollment throughout the year (conceivably ranging from 1 week to 52).

Step 2. Submit figures and receive an invoice.

- One submission should be made for each CEA Site ID in the Sustaining Fees section of the CEA Annual Report Portal.
- Enter required information in the Sustaining Fees section of the CEA Annual Report Portal.
- A copy of the invoice will be sent to the email address submitted with this section of the portal and to the contact on file in CEA's financial database, if different.

Step 3. Submit payment.

- The invoice will indicate the available payment options and payment instructions.
- Upon receipt of the invoice, submit payment as directed on the invoice.

Sustaining fees calculations must be submitted online by February 15, 2026.

4. Sustaining Fees Calculation – Single Sites

- Calculate student weeks following the instructions below. The online form has a full-time student weeks page and a part-time student weeks page. (Note that the total figure will be reviewed and verified by CEA before the invoice is generated.)
- Enter the required numbers in the Sustaining Fees section of the CEA Annual Report Portal.
- An Excel version of the 2026 Sustaining Fees Worksheet is provided in the Resources documents to use as a working copy or to retain for your records. This document does not need to be submitted to CEA.

Definition of Terms:

- *Full-time enrollment:* A student who enrolls in a session (term/semester) in a course of study, either in-person or distance education, that has at least 18 contact hours per week (or at least 12 credit hours per week if a credit-hour program) is counted as a *full-time enrollment*.
- *Part-time enrollment:* A student who enrolls in a course of study, either in-person or distance education, for fewer than 18 contact hours per week is counted as a *part-time enrollment*. Regardless of the number of hours, there is a standard rate for part-time enrollments. .
- *One student week:* one student enrolled for one week.

Note: If more than half of all student enrollments are made up of students who enroll for a course of study of fewer than 9 contact hours per week or 6 credit hours per term, contact finance@cea-accredit.org to see if you qualify for a special Sustaining Fees Calculation worksheet.

Calculation Instructions for Single Sites with fixed enrollment dates/sessions:

1. Calculate student weeks for **2025 calendar year full-time enrollments of all students in all programs offered, (including at auxiliaries,if any)**.
   - List each regularly publicized session.
   - For each session, indicate the number of **weeks** in the session and the number of **full-time** student enrollments.

2. Calculate student weeks for **2025 calendar year part-time enrollments of all students in all programs offered, (including at auxiliaries,if any)**.
   - List each session. If more space is needed, add rows.
   - For each, indicate the number of **weeks** in the session.
   - Indicate the number of **part-time** enrollments (students attending for fewer than 18 contact hours or fewer than 12 credit hours per week).

If no part-time students enrolled last year, enter none in Session/Term/Semester; 1 for Weeks in Session; and zero for the number of students. If you have zero full-time or zero part-time enrollments, please explain. Then, move to the next page.

Calculation Instructions for Single Sites with rolling enrollment dates/sessions:

1. Calculate student weeks for **2025 calendar year full-time enrollments of all students in all programs offered, (including at auxiliaries, if any)**.
   - Indicate each possible length of enrollment as a "session/term" and list the number of weeks as the "weeks in session". If more space is needed, add cells to the table.
   - For each, indicate the number of **weeks** in the session and the number of **full-time** student enrollments.

2. Calculate student weeks for **2025 calendar year part-time enrollments of all students in all programs offered, (including at auxiliaries, if any)**.
   - Indicate each possible length of enrollment as a "session/term" and list the number of weeks as the "weeks in session". If more space is needed, add rows.
   - For each, indicate the number of **weeks** in the session and the number of **part-time** student enrollments.

5. Sustaining Fees Calculation – Multisite Organizations

- Calculate student weeks following the instructions below. The online form has a full-time student weeks page and a part-time student weeks page. (Note that the total figure will be reviewed and verified by CEA before the invoice is generated.)
- Enter the number of student weeks on the Sustaining Fees section of the CEA Annual Report Portal.

Definition of Terms:

- *Full-time enrollment:* A student who enrolls in a session (term/semester) in a course of study, either in-person or distance education, that has at least 18 contact hours per week (or at least 12 credit hours per week if a credit-hour program) is counted as a *full-time enrollment*.
- *Part time enrollment:* A student who enrolls in a course of study, either in-person or distance education, for fewer than 18 contact hours per week is counted as a *part-time enrollment*. Regardless of the number of hours of enrollment, there is a standard rate.
- *One student week:* one student enrolled for one week.

Multisite organizations are charged a base fee of $1700 for the main branch plus a $500 base for each additional location. The student week calculation is added to the base fee for each location. The aggregate student week cap of $9,000 will be applied across all branches controlled by the same organization, as applicable.

Calculation Instructions for Multisites with fixed enrollment dates/sessions:

Remember: Complete a student weeks submission for each location.

1. Calculate student weeks for **2025 calendar year full-time enrollments of all students in all programs offered, (including at auxiliaries,if any)**.
   - List each regularly publicized session.
   - For each session, indicate the number of **weeks** in the session and the number of **full-time** student enrollments.

2. Calculate student weeks for **2025 calendar year part-time enrollments of all students in all programs offered, (including at auxiliaries. if any)**.
   - List each session. If more space is needed, add rows to the form.
   - For each, indicate the number of **weeks** in the session.
   - Indicate the number of **part-time** enrollments (students attending for fewer than 18 contact hours or fewer than 12 credit hours per week).

If no part-time students enrolled last year, enter none in Session/Term/Semester; 1 for Weeks in Session; and zero for the number of students. If you have zero full-time or zero part-time enrollments, please explain. Then, move to the next page.

Calculation Instructions for Multisites with rolling enrollment dates/sessions:

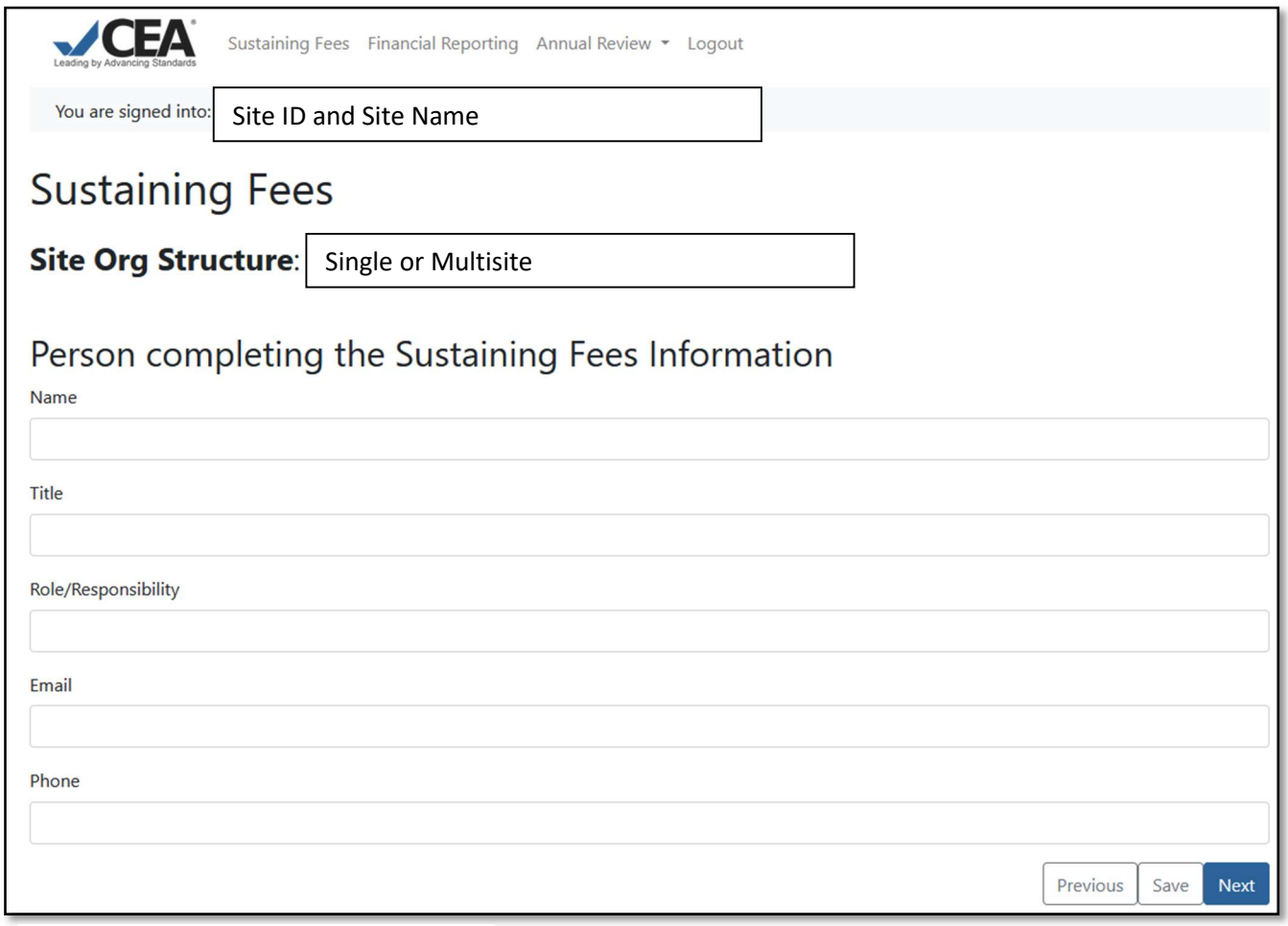
Remember: Complete a student weeks submission for each location.

1. Calculate student weeks for **2025 calendar year full-time enrollments of all students in all programs offered, (including at auxiliaries. if any)**.
   - Indicate each possible length of enrollment as a "session/term" and list the number of weeks as the "weeks in session". If more space is needed, add rows.
   - For each, indicate the number of **weeks** in the session and the number of **full-time** student enrollments.

2. Calculate student weeks for **2025 calendar year part-time enrollments of all students in all programs offered, (including at auxiliaries, if any)**.
   - List each possible length of enrollment as a "session/term" and indicate the number of **weeks** as the "weeks in session". If more space is needed, add rows.
   - For each, indicate the number of **part-time** enrollments (students attending fewer than 18 contact hours or fewer than 12 credit hours per week).

6. Instructions for the CEA Annual Report Portal Sustaining Fees Section

- Submit information for each accredited site, including auxiliaries and all educational programs.
- CEA will verify your entry and subsequently issue an invoice based on the information you provide.



Screenshot of Sustaining Fees Section

Screenshot of prompt to list all CEA IDs of affiliated sites

Full-time Student Weeks

The Sustaining Fees section must be completed before the Annual Review section can be submitted.

CEA accredits site-by-site; therefore, each accredited site must submit a separate sustaining fees calculation worksheet. Note that each accredited site within a multi-site system must account for student enrollments at each location.

Include online student enrollments in your calculation.

Enter full-time students below.

For definitions, instructions, and other information access the CEA Resources page - https://cea-accredit.org/resources.

Session/Term/Semester	Weeks in Session	x	Full-time Student Enrollments	=	Student Weeks	Delete?
		x		=	0.00	☐
		x		=	0.00	☐
		x		=	0.00	☐
		x		=	0.00	☐
Total Full-time Student Weeks					0.00	Add Row

Previous Save Next

Part-time Student Weeks

Include online student enrollments in your calculation.

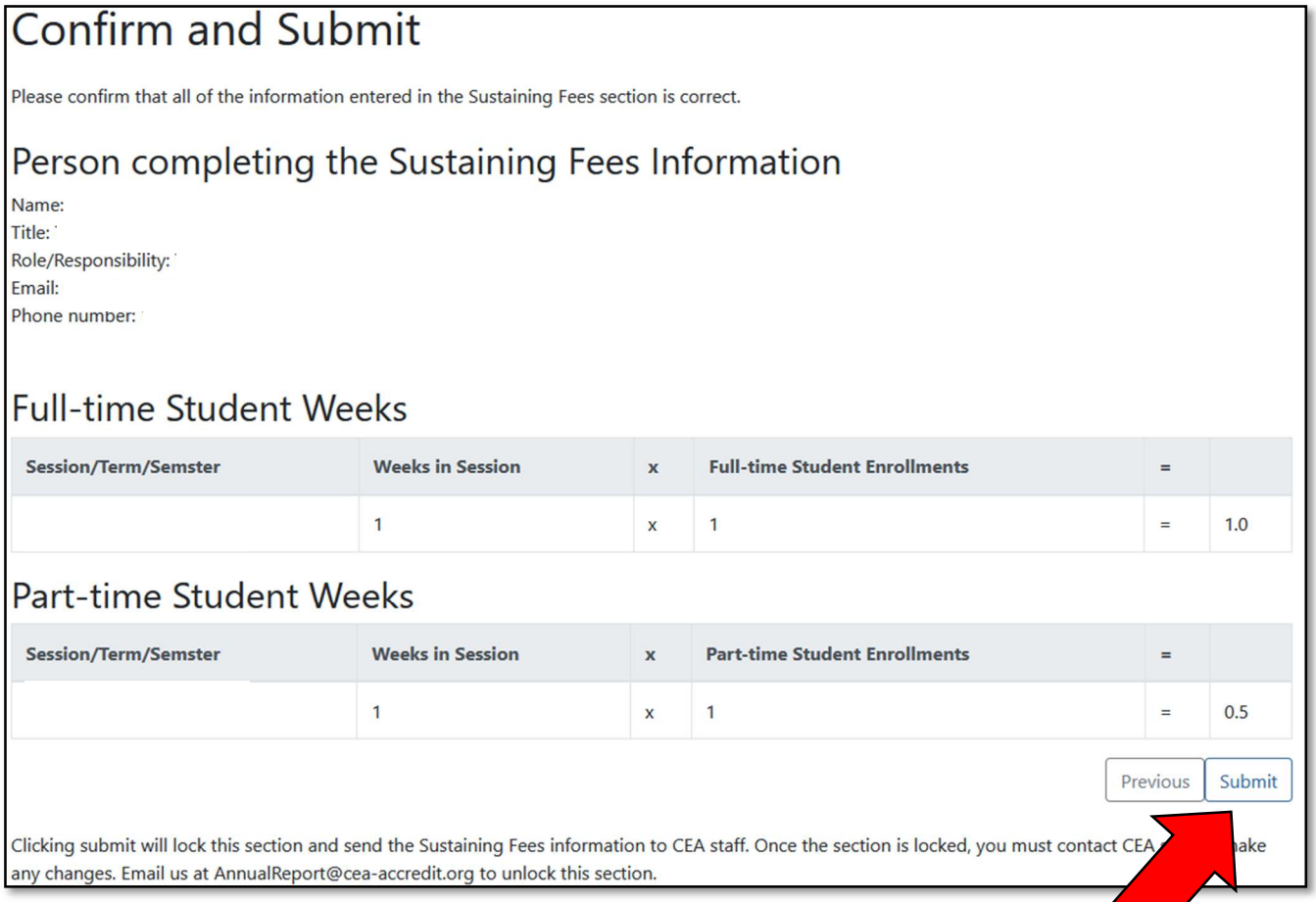
Enter part-time students below.

If no part-time students enrolled last year, enter zero in Session/Term/Semester; 1 for Weeks in Session; and zero for the number of Students. Then, move to the next page.

For definitions, instructions, and other information access the CEA Resources page - https://cea-accredit.org.

Session/Term/Semester	Weeks in Session	x	Part-time Student Enrollments	=	Student Weeks	Delete?
		x		=	0.00	☐
		x		=	0.00	☐
		x		=	0.00	☐
		x		=	0.00	☐
Total Part-time Student Weeks					0.00	Add Row

<u>For sites who enter a total of zero student weeks (either full-time or part-time), an explanation is required.</u>



Confirm and Submit

Please confirm that all of the information entered in the Sustaining Fees section is correct.

Person completing the Sustaining Fees Information

Name:
Title:
Role/Responsibility:
Email:
Phone number:

Full-time Student Weeks

Session/Term/Semster	Weeks in Session	x	Full-time Student Enrollments	=	
	1	x	1	=	1.0

Part-time Student Weeks

Session/Term/Semster	Weeks in Session	x	Part-time Student Enrollments	=	
	1	x	1	=	0.5

Previous Submit

Clicking submit will lock this section and send the Sustaining Fees information to CEA staff. Once the section is locked, you must contact CEA ...ake any changes. Email us at AnnualReport@cea-accredit.org to unlock this section.

Clicking submit locks each section and sends the information to CEA staff. Contact CEA staff to unlock the record in order to make changes.

Email us at AnnualReport@cea-accredit.org.

7. How Sustaining Fees are Calculated

The CEA Annual Report Portal will calculate your verified student weeks based on the numbers submitted; sample calculations below are for illustrative purposes only.

Single Site Programs and Institutions

Single Site Base Fee:	$1700
+Total 2025 Student Weeks:	(Table 1 X $0.55) + (Table 2 x $0.275)
Total 2026 Sustaining Fees:	Base Fee + 2025 Student Weeks **=Total 2026 Sustaining Fees** (not to exceed $9,000 cap)

Multisite Programs and Institutions

Main Branch Base Fee:	$1700
+Main Branch 2025 Student Weeks	(Table 1 X $0.55) + (Table 2 x $0.275)
Additional Branch 1 Base Fee:	$500
+Additional Branch 1 2025 Student Weeks	(Table 1 X $0.55) + (Table 2 x $0.275)
Additional Branch 2 Base Fee:	$500
+Additional Branch 2 2025 Student Weeks	(Table 1 X $0.55) + (Table 2 x $0.275)
Additional Branch #X Base Fee:	$500
+Additional Branch #X 2025 Student Weeks	(Table 1 X $0.55) + (Table 2 x $0.275)

Total 2026 Sustaining Fees:	All Base Fees + All 2025 Student Weeks Fees (not to exceed $9,000 cap) **= Total 2026 Sustaining Fees**

SAMPLE