

POLICY & PROCEDURES FIN-03: ACCREDITATION FEES

PREAMBLE

As a federal not-for-profit corporation, Physiotherapy Education Accreditation Canada (PEAC) conducts accreditation reviews of Canada's entry-level physiotherapy (PT) education programs and administers the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP), which conducts accreditation reviews of Canada's occupational therapist assistant and physiotherapist assistant (OTA & PTA) education programs. Though the OTA & PTA EAP is governed in collaboration with the Canadian Association of Occupational Therapists (CAOT), financial oversight is the responsibility of PEAC.

This policy is determined in accordance with the PEAC Financial Framework.

Annual Accreditation Fees include:

The Annual Accreditation Fee	For programs with accreditation status or candidacy status (see OTA & PTA EAP ACC-03 <i>Accreditation Decisions</i> and PEAC ACC-01 <i>Accreditation Decisions</i>)
The Distributed Education Site Fee	For programs with one or more distributed education sites (see OTA & PTA EAP ACC-08 <i>Distributed Education</i> and PEAC ACC-05 <i>Distributed Education</i>)
The Pre-Accreditation Fee	For programs involved in the pre-accreditation process (PT programs only - see PEAC <i>GUIDE-03 Pre-Accreditation Process</i>)
The Candidacy Status Application Fee	For programs applying for candidacy status (OTA & PTA programs only – see OTA & PTA EAP ACC-14 <i>Candidacy Status</i>)

An Additional Administrative Fee is incurred when a focussed review is required in addition to the regularly scheduled six-year accreditation cycle site review. Examples of such focussed reviews may include a review of:

- a new distributed education site (see OTA & PTA EAP ACC-08 *Distributed Education* and PEAC ACC-05 *Distributed Education*)
- a program with probationary accreditation status (see OTA & PTA EAP ACC-03 *Accreditation Decisions* and PEAC ACC-01 *Accreditation Decisions*)

- a program which has submitted a Report of Substantive Change for approval (see OTA & PTA EAP ACC-07 *Substantive Change* and PEAC ACC-04 *Substantive Change*)

1.0 POLICY

1.1. Annual Accreditation Fees

- 1.1.1. The rates of Annual Accreditation Fees are based on amortizing the costs of continued program development and operations over the six-year accreditation cycle.
- 1.1.2. Annual Accreditation Fees are 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.
- 1.1.3. There is no refund on previously submitted Annual Accreditation Fees should an education program decide to withdraw from the accreditation process.
- 1.1.4. Annual Accreditation Fees are reviewed annually by the Board of Directors at the time of budget approval.

1.2. Additional Administrative Fee

- 1.2.1. The Additional 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.
- 1.2.2. For each focussed review, the education program is responsible to pay the Additional Administrative Fee in addition to the total cost of travel, accommodation, food, expenses, and honoraria (when applicable, see PEAC FIN-04 *Peer Reviewer Honoraria*) for a Peer Review Team to complete the focussed review.
- 1.2.3. There is no refund on the Additional Administrative Fee.
- 1.2.4. The Additional Administrative Fee is reviewed annually by the Board of Directors at the time of budget approval.

2.0 PROCEDURES

2.1. Annual Accreditation Fees

- 2.1.1. A Fee Schedule specifying current Annual Accreditation Fee rates is publicly accessible on the PEAC website, for PT education programs, and on the OTA & PTA EAP website, for the OTA & PTA education programs (see OTA & PTA EAP *Guide-03 Fee Schedule* and PEAC *GUIDE-10 Fee Schedule*).
- 2.1.2. In October of each year, once the September Consumer Price Index has been released, the Fee Schedule for each accreditation program is updated accordingly and circulated to education programs.

- 2.1.3. Annual Accreditation Fee invoices are distributed to programs in December and due in January/February of the following year.
 PT education program fees are due on or before January 31.
 OTA & PTA education program fees are due on or before February 28.
- 2.1.4. Every effort will be made to provide one year's notice to education programs should the Annual Accreditation Fee rates increase over and above that of the Consumer Price Index increase.

2.2. Additional Administrative Fee

- 2.2.1. A Fee Schedule specifying the current Additional Administrative Fee rate is publicly accessible on the PEAC website, for PT education programs, and on the OTA & PTA EAP website, for the OTA & PTA education programs (see *OTA & PTA EAP Guide-03 Fee Schedule* and *PEAC GUIDE-10 Fee Schedule*).
- 2.2.2. An education program is invoiced the Additional Administrative Fee in addition to the total cost of travel, accommodation, food, expenses, and honoraria (when applicable) for a Peer Review Team to complete the focussed review (see *PEAC FIN-04 Peer Reviewer Honoraria*) once the focussed review has taken place.
- 2.2.3. The Additional Administrative Fee payment must be received before the notification of accreditation status is provided to the education program.

Policy Number: FIN-03		
Date of last revision	Associated documents OTA & PTA EAP	Associated documents PEAC
Nov 2023	ACC-03 Accreditation Decisions	ACC-01 Accreditation Decisions
	ACC-07 Substantive Change	ACC-04 Substantive Change
	ACC-08 Distributed Education	ACC-05 Distributed Education
	ACC-14 Candidacy Status	FIN-04 Peer Reviewer Honoraria
	Guide-03 Fee Schedule	Guide-10 Fee Schedule
		GUIDE-03 Pre-Accreditation Status
		Financial Framework