

The CAEP Accreditation Reviews (onsite and virtual formats) are conducted by a panel of expert reviewers – review teams – to assure the quality of the programs by reviewing the claims within the CAEP Self-Study Report and assessing evidence.

Both CAEP and the educator preparation providers (EPPs) are grateful for the donation of time from these committed professionals. When hosting in-person reviews, elaborate accommodations, formal dinners, functions and gifts are not an expectation of our site reviewers and is against CAEP [policy](#).

**If you have any questions, please contact us at [caepfinance@caepnet.org](mailto:caepfinance@caepnet.org).**

There are three types of costs for an EPP to host a CAEP Accreditation Review: Review Fees, Review Expenses, and Onsite Expenditures.

	<b>Review Fees</b>	<b>Review Expenses (when applicable)</b>	<b>Onsite Expenditures (when applicable)</b>
<b>Costs</b>	<p>For school year 2023-2024, the <b>review fees</b> are set at <u>\$2,510</u> per reviewer.</p> <p>CAEP will assign five (5) reviewers to each review team. The number of reviewers/team members is based on:</p> <ul style="list-style-type: none"> <li>• size of the EPP,</li> <li>• number of programs to be reviewed, and</li> <li>• complexity of the review.</li> </ul> <p>For additional information on team size*, see page to follow.</p> <p><b>Note: Review fees are applicable for onsite reviews, virtual reviews**, virtual/onsite hybrid models***, and document review/stipulation reviews****.</b></p> <p>** virtual reviews are fully virtual formats            *** virtual/onsite hybrid models are conducted virtually, with one (1) reviewer onsite at the time of the virtual review, or at an agreed upon time thereafter            **** only 1 reviewer charged for stip reviews</p>	<p>For school year 2023-2024, all CAEP reviews will be conducted using virtual formats only.</p> <p><b>Therefore the review expenses of \$850 per reviewer are NOT APPLICABLE.</b></p> <p>CAEP pre-invoices for review expenses. The practice of pre-invoicing for the estimated travel and incidental expenses of the accreditation reviews provides certainty and flexibility for budgeting purposes to EPPs; it also increases cost efficiency and minimizes logistical considerations for EPPs. CAEP regularly adjusts the estimated review expense rate (per reviewer) based on actual expenses from recent semesters.</p> <p><b>Note:</b> EPPs may opt out of this cost and, instead, pay independently for reviewers' expenses and manage their travel logistics. This option also means the EPP is directly responsible for handling reimbursements of incidental expenses submitted by reviewers upon completion of the review.</p>	<p>This cost varies by location and is not included in the invoice from CAEP.</p> <p>The hosting EPP is responsible for planning and determining onsite expenditures. The below listed review team costs are the management and budgeting responsibility of the hosting EPP – none of these costs are paid to or by CAEP. A listing of typical onsite expenditures is provided below.</p>

<b>What it Covers</b>	<b>Review Fees</b> cover CAEP administrative support for the review. <ul style="list-style-type: none"> <li>• review of required documents by staff,</li> <li>• production of the off/onsite reports,</li> <li>• managing the actual onsite review (when applicable), and</li> <li>• expenses related to the decision-making process.</li> </ul>	<b>Review Expenses</b> cover in-transit/travel costs for reviewers traveling to and from the EPP's local airport. Expenses include <ul style="list-style-type: none"> <li>• airfares,</li> <li>• airport parking fees,</li> <li>• baggage fees, and</li> <li>• meals in transit.</li> </ul>	<b>Onsite Expenditures</b> typically include: <ul style="list-style-type: none"> <li>• hotel costs for members of the review team;</li> <li>• workrooms at the hotel and on campus for the review team, with Internet access;</li> <li>• transportation from the destination airport to the hotel and back,</li> <li>• transportation from the hotel to and from campus;</li> <li>• meals and refreshments for the team during the onsite review;</li> <li>• computer rentals, if necessary; and</li> <li>• supplies provided for the team members in their workroom.</li> </ul>
<b>Invoices</b>	Fall Reviews – invoiced in August  Spring Reviews – invoiced in December	Not applicable for virtual reviews.	Not applicable.

**\*Review Team Size**

The review team size may be adjusted at the discretion of the CAEP Accreditation Associate for Reviews and Accreditation Directors using the following criteria as guidelines:

- Additional reviewers may be assigned if the EPP:
  - has 500 or more completers,
  - has more than 20 programs (licensure areas),
  - offers the program at multiple sites,
  - has not been previously accredited, and/or
  - has both initial and advanced programs (+0 if < 4 programs; +1 if > 4 programs)
- Fewer reviewers may be assigned if the EPP:
  - has fewer than 10 programs (licensure areas),
  - is hosting a joint CAEP/State review (-1),
  - is hosting a document review/stipulation review, and/or
  - is hosting an interim review.
- For joint reviews: In determining review team size, CAEP-assigned and state-assigned reviewers are considered CAEP reviewers.