CAEP FEES & ACCREDITATION SITE VISIT COSTS

• Background
• Annual Fees for CAEP educator preparation providers (EPPs)
• Accreditation Site Visit Costs
  ▪ Site Visit Fees
  ▪ Site Visit Expenses
  ▪ Onsite Expenditures
  ▪ Budgeting – Cost of a Typical Accreditation Site Visit
• Q&A
Annual Fees

- Accreditation Site Visit Costs

- Site Visit Fees
- Site Visit Expenses
- Onsite Expenditures
Background

GENERAL OVERVIEW

- CAEP Annual EPP Fees, Site Visit Fees and Site Visit Expenses are approved by the CAEP Board of Directors (all fees & costs presented are subject to Board approval)
- CAEP Annual EPP Fees increased ~ 3.0%
- CAEP 2017-18 Site Visit Fee rate of $1,980 per visitor
- CAEP 2017-18 Site Visit Expense rate of $825 per visitor
- CAEP Model – generate sufficient revenues through multiple funding sources to support ongoing CAEP operations
Background

FUNDING SOURCES

• Multiple funding sources
  ▪ Donated services valued at over $4 million
  ▪ Member Organizations
  ▪ State Partnerships
  ▪ Contributions and Grants
  ▪ Educator Preparation Providers (EPPs)

• Generated revenues provide funding for various programs and all accreditation activities

• EPP annual fees and accreditation site visit fees are only part of the overall CAEP revenue and expense structure
CAEP STRUCTURE

• CAEP Annual EPP Fees
  ▪ Single structure
  ▪ Elimination of sustaining fees
  ▪ Based on number of completers
  ▪ 98% of CAEP EPPs have lower or similar fees
Annual Fees

COMPLETERS – Determining # of Completers

• What is the definition of a completer?
  ▪ Any candidate who exited a preparation program by successfully satisfying the requirements of the Educator Preparation Provider (EPP)

• Which school-year’s data is used by CAEP?
  ▪ Previous school year or latest available

• Where does CAEP obtain this information?
  ▪ Annual Report submitted by the EPP
## Annual Fees

### Completers – Fee Structure Chart

<table>
<thead>
<tr>
<th>Completers</th>
<th>2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-50</td>
<td>$2,560</td>
</tr>
<tr>
<td>51-150</td>
<td>$2,840</td>
</tr>
<tr>
<td>151-300</td>
<td>$3,240</td>
</tr>
<tr>
<td>301-500</td>
<td>$3,750</td>
</tr>
<tr>
<td>501-1000</td>
<td>$4,940</td>
</tr>
<tr>
<td>1000+</td>
<td>$5,740</td>
</tr>
</tbody>
</table>
Annual Fees

INVOICING

• What? – CAEP EPPs will be invoiced annual fees as:
  “CAEP Annual EPP Fees”

• When? – Fees invoiced in May/June and due upon receipt

• Why? – Provides EPPs and CAEP more flexibility in budgeting and managing of fiscal-year budgets
Accreditation Site Visit Costs

SITE VISIT FEES – Overview

Site Visit Fee rate for 2017-18 is $1,980 per site visitor

- Accreditation site visit fees cover administrative support for the site visit including:
  - Review of required documents by staff
  - Production of reports such as Formative Feedback Report and Site Visit Report
  - Managing the actual site visit
  - Expenses related to the Accreditation Council decision-making process

- Accreditation site visit fees are calculated based on the size of the site visit team
Accreditation Site Visit Costs

SITE VISIT FEES – Site Team Size

CAEP automatically assigns 5 site visitors – site team size may be adjusted using the following criteria:

• Additional site visitors 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

• Fewer site visitors may be assigned if the EPP:
  ▪ Has fewer that 10 programs (licensure areas)
  ▪ Review covers only one of the preparation levels
  ▪ Is hosting a joint CAEP/State site visit
  ▪ Is hosting an interim site visit
Accreditation Site Visit Costs

SITE VISIT EXPENSES – Overview

Site Visit Expense rate for 2017-18 is $825 per site visitor

- Accreditation site visit expenses cover in-transit/travel costs for site visitors traveling to and from the EPP’s local airport, including:
  - Airfares
  - Airport parking fees
  - Baggage fees
  - Meals in-transit
Accreditation Site Visit Costs

SITE VISIT EXPENSES – Overview (continued)

• Accreditation site visit expenses are *pre-invoiced* to EPPs to:
  • Eliminate any surprises due to unexpected increases in airfares and/or expenses
  • Provide certainty and flexibility for budgeting purposes
  • Increase cost efficiency and minimize logistical considerations

• For remote locations, a travel surcharge may apply

• EPPs may elect to directly arrange, and pay for, in-transit / travel expenses
Accreditation Site Visit Costs

ONSITE EXPENDITURES

These costs vary by location and are not included in the invoice from CAEP.

• Onsite expenditures typically include:
  ▪ Hotel costs for the site team
  ▪ Workrooms at the hotel/campus, with Internet access
  ▪ Transportation to/from the EPPs local airport to/from campus and hotel
  ▪ Meals and refreshments for the site team
  ▪ Computer rentals and supplies as needed
Accreditation Site Visit Costs

INVOICING

• **What?** – All Accreditation Site Visits will be invoiced as: “CAEP Accreditation Visit Fees & Visit Expenses”

• **When?** – Invoiced before each accreditation cycle:
  - Fall visits: July/August
  - Spring visits: December/January
  - Due **before** actual visit date

• **Why?** – Provides EPPs more flexibility in the budgeting and managing of accreditation site visit fees and expenses

Reminder: Onsite Expenditures are not included in the CAEP invoice, these are directly arranged and paid by the EPPs
Accreditation Site Visit Costs

BUDGETING – Cost of a typical CAEP Accreditation Site Visit (2017-18)

Standard Team Size of 5 CAEP site visitors:

**2017-18**

<table>
<thead>
<tr>
<th>Description</th>
<th>2017-18</th>
<th>Calculation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Visit Fees</td>
<td>$1,980</td>
<td>$1,980 x 5</td>
<td>$9,900</td>
</tr>
<tr>
<td>Site Visit Expenses</td>
<td>$ 825</td>
<td>$ 825 x 5</td>
<td>$4,125</td>
</tr>
<tr>
<td><strong>Total CAEP Invoice</strong></td>
<td></td>
<td><strong>=</strong></td>
<td>$14,025</td>
</tr>
</tbody>
</table>

**Onsite Expenditures** = EPP’s Responsibility

Note: The Formative Feedback Meeting = Conducted Virtually Only  
(i.e. CAEP consultation prior to accreditation site visit)
Thank you for your time!

Email questions to:
CAEP Finance – CAEPfinance@caepnet.org
or
Keisha Walker – keisha.walker@caepnet.org