

The CAEP Accreditation visit by a panel of expert reviewers – site teams – assures the quality of the programs by reviewing the claims in 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. Elaborate accommodations, formal dinners, events, functions and gifts are 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 Site Visit: Visit Fees, Visit Expenses, and Onsite Expenditures.

	Visit Fees	Visit Expenses	Onsite Expenditures
<b>Costs</b>	<p>For school year 2018-19, the site <b>visit fees</b> are set at \$<u>2,050</u> per site visitor.</p> <p>CAEP will assign five (5) site visitors to each site team. The number of site 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 visit.</li> </ul> <p>For additional information on site team size*, review the information below.</p>	<p>For school year 2018-2019, the site <b>visit expenses</b> are \$<u>850</u> per site visitor. For remote locations, a travel surcharge may apply.</p> <p>CAEP pre-invoices for site visit expenses. The practice of pre-invoicing for the estimated travel and incidental expenses of the accreditation site visits 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 site visit expense rate (per site visitor) based on actual expenses from recent semesters.</p> <p><b>Please Note:</b> EPPs may opt out of this cost and, instead, pay independently for site visitors' expenses and manage their travel logistics. This option also means the EPP is directly responsible for handling reimbursements of incidental expenses submitted by site visitors upon completion of the site visits.</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 site 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>

<p><b>What it Covers</b></p>	<p><b>Visit Fees</b> cover CAEP administrative support for the visit.</p> <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 visit, and</li> <li>• expenses related to the decision-making process.</li> </ul>	<p><b>Visit Expenses</b> cover in-transit/travel costs for site visitors traveling to and from the EPP's local airport. Expenses include</p> <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>	<p><b>Onsite Expenditures</b> typically include:</p> <ul style="list-style-type: none"> <li>• hotel costs for members of the site team;</li> <li>• workrooms at the hotel and on campus for the visiting 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 site visit;</li> <li>• computer rentals, if necessary; and</li> <li>• supplies provided for the team members in their workroom.</li> </ul>
<p><b>Invoices</b></p>	<p>Fall Site Visits – invoiced in August</p> <p>Spring Site Visits – invoiced in December</p>	<p>Should you decide to directly pay and manage the travel logistics for the scheduled site visit, please notify CAEP via email at <a href="mailto:caepfinance@caepnet.org">caepfinance@caepnet.org</a> upon receipt of the invoice and the pre-invoiced <b>visit expenses</b> fee will be removed.</p>	<p>Not applicable.</p>

**\*Site Team Size**

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

- 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, and/or
  - has both initial and advanced programs (adds an additional 1-2 visitors: 1-2 programs +0; 3-7 programs +1; and 8+ programs +2)
- Fewer site visitors may be assigned if the EPP:
  - has fewer than 10 programs (licensure areas),
  - is hosting a joint CAEP/State site visit (team size as dictated by individual State agreement), and/or
  - is hosting an interim site visit.

For a copy of the CAEP Policy Manual or a copy of CAEP's W-9 form, visit our Accreditation Costs page: [caepnet.org/accreditation/caep-accreditation/accreditation-costs](http://caepnet.org/accreditation/caep-accreditation/accreditation-costs)