

**2015-16 CAEP Accreditation Visit Fees and Visit Expenses**

- **Accreditation Visit Fees:** Fees for the administering of the complete accreditation process which includes the review of required documents by staff, the production of the off/onsite reports, the managing of the actual onsite visit, and the expenses related to the decision making process.
- For all three pathways, educator preparation providers will be assessed accreditation visit fees based on the size of the CAEP-appointed visit team. The number of visitors generally depends on the size of the EPP, the number of programs to be reviewed, and the complexity of the visit. Please note that for an IB pathway visit, while the team size is generally smaller, there is an additional \$2,100 charge for each program.
- For school year 2015-16, the visit fee rate is set at \$1,850 per visitor while the visit expenses rate is reduced from \$825 per visitor to \$800 per visitor. For remote and international locations, a travel surcharge may apply. As previously communicated, CAEP plans to regularly adjust the estimated visit expense rate (per visitor) based on actual expenses CAEP experienced for the visits during the previous semesters. CAEP has lowered the visit expense rate over the last four consecutive semesters. Please note that for international visits additional service charges may apply if warranted.
- The following table shows the visit fees in relation to the visit team size:

2015-2016 CAEP Accreditation Visit Fees (July 1, 2015—June 30, 2016)			
<i>Team Size</i>	<i>SI or TI Pathway</i>	<i>Team Size</i>	<i>IB Pathway</i>
3	\$5,550	2	\$5,800
4	\$7,400	3	\$7,650
5	\$9,250	4	\$9,500
6	\$11,100	N/A	N/A

\*Approved by the CAEP Board of Directors.

- **Invoicing:** educator preparation providers with scheduled visits will be invoiced for Fall and Spring visits in August and December, respectively with (1) CAEP accreditation visit fees at \$1,850 per visitor and (2) visit expenses at an estimated \$800 per visitor for the school year 2015-16.
- **Accreditation Visit Expenses:** EPPs have the option to either pay the invoiced visit expenses, or directly pay for the travel costs and manage the travel logistics for visitors. Please note that the latter option also includes the reimbursement of incidental expenses submitted by site visitors directly to the EPPs upon completion of the visits. Please notify the CAEP Accreditation Associate for Site Visits as soon as possible should you decide to directly pay and manage the travel logistics for the scheduled CAEP visit.

- CAEP believes, by invoicing in advance, the estimated travel and incidental expenses for the accreditation visits, that this practice provides certainty and flexibility for budgeting purposes to EPPs as well as increases cost efficiency and minimizes logistical considerations for educator preparation providers.

**Visit Expenses pre-invoiced to the EPP and managed by CAEP include:**

- ✓ Expenses for site visit team members to travel to & from EPP local airport/hotel. These expenses include airfares, airport parking fees, baggage fees and meals in transit.

**Visit Expenses EPPs are directly responsible for arranging and paying for include:**

- ✓ the hotel expenses for team members;
- ✓ workrooms at the hotel and on campus for the visiting team, with Internet access;
- ✓ transportation from the destination airport to and from the hotel, and transportation to and from campus from the hotel;
- ✓ meals and refreshments for the team during the visit;
- ✓ computer rentals if necessary; and
- ✓ supplies provided for the team members in their workroom.

- **Visit Team Size:** Consistent with CAEP's policy to achieve parity under all three accreditation pathways, CAEP will assign five (5) visitors to the Selected Improvement (SI) and Transformation Initiative (TI) pathway visits and three (3) site visitors to the Inquiry Brief (IB) accreditation pathway visits. The team size may be adjusted at the discretion of the CAEP Accreditation Associate for Site Visits and Accreditation Pathway Directors using the following criteria as guidelines:

- Additional visitors may be assigned if:
  - The EPP has 500 or more completers (candidates)
  - The EPP has more than 20 programs (licensure areas)
  - The EPP offers the program at multiple sites
  - The EPP is having the first accreditation visit
- Fewer visitors may be assigned if:
  - The EPP has fewer than 10 programs (licensure areas)
  - The review covers only one of the preparation levels
  - The EPP is hosting a joint CAEP/State visit
  - The EPP is having a focused visit

**For questions regarding CAEP visit fees and expenses, please contact us at [caepfinance@caepnet.org](mailto:caepfinance@caepnet.org).**