

## ARC/STSA 2024 Schedule of Fees\*

### Surgical Technology & Surgical Assisting Programs

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| <p><b>Initial Accreditation – Application Fee</b> <span style="float: right;"><b>\$2000</b></span><br/>This fee is due and must be submitted with the submission of the initial Self-Study application.</p> <p><b>Initial Accreditation – Site Evaluation Fee</b> <span style="float: right;"><b>\$3000</b></span><br/>The initial site evaluation fee covers preparation and travel expenses incurred by the ARC/STSA. Due at least thirty days prior to site evaluation date.</p> <p><b>Continuing Accreditation –Site Evaluation Fee</b> <span style="float: right;"><b>\$3000</b></span><br/>This fee covers preparation and travel expenses incurred by the ARC/STSA for the Continuing Accreditation visit. Due at least 30 days prior to site evaluation date.</p> <p><b>Distance Education – Application Fee</b> <span style="float: right;"><b>\$2000</b></span><br/>For all programs pursuing approval of Distance Education (DE) programs. Due upon submission of DE application.</p> <p><b>Satellite/Consortium – Application Fee</b> <span style="float: right;"><b>\$2000</b></span><br/>For all institutions seeking approval to offer programs at multiple facilities through Satellite or Consortium models. Due upon submission of Satellite/Consortium application.<br/>Fee is multiplied <u>per satellite or consortium campus</u>.</p> <p><b>Satellite/Consortium Site Evaluation Fee</b><br/><b>\$3000</b> for main <u>and</u> <b>\$1000</b> for <u>each</u> satellite facility/campus.<br/>The satellite site evaluation fee covers preparation and travel expenses incurred by the ARC/STSA. Fee is multiplied by number of satellite facilities/campuses.<br/>Due upon receipt of satellite Self-Study application.</p> <p><b>Site Visit Reschedule/Cancellation Fee</b> <span style="float: right;"><b>\$300</b></span><br/>Invoiced for site visit cancelled or rescheduled by the program more than two business days after the effective date of the visit notification letter. Programs will also be responsible for any incurred costs of site visitor travel (For on-site evaluations).</p> <p><b>*Effective 1/1/2024 – 12/31/2024</b><br/><b>All fees are <u>non-refundable</u>.</b></p> | <p><b>ARC/STSA Annual Fee</b> <span style="float: right;"><b>\$2000</b></span><br/>Annual accreditation maintenance fee due for all accredited programs, including enhanced services to programs. Programs are invoiced in January annually.</p> <p><b>Distance Education/Satellite/Consortium – Annual Fee</b> <span style="float: right;"><b>\$1000</b></span><br/>All programs that have been approved to offer their program at multiple facilities or through a distance education, satellite, or consortium model will be invoiced this fee <u>per additional facility</u>, in addition to the ARC/STSA annual accreditation fee.</p> <p><b>Annual Report Revision Fee</b> <span style="float: right;"><b>\$500</b></span><br/>Invoiced for changes made to an Annual Report made <u>after</u> January 1 of the year following the original Annual Report due date. Fee is multiplied <u>per Annual Report revised</u>.</p> <p><b>ARC/STSA Late Fee</b> <span style="float: right;"><b>\$500</b></span><br/>The ARC/STSA <u>strictly</u> enforces a late fee which applies to <u>any</u> submissions received by the ARC/STSA after the assigned/requested due date. This fee will only be waived if the program notifies the ARC/STSA <u>prior</u> to the due date of its inability to meet the assigned date and when an extension has been granted by the ARC/STSA. Only <u>one</u> late fee waiver will be granted to each program in a five-year period.</p> <p><b>Program Substantive Change Fee</b> <span style="float: right;"><b>\$300</b></span><br/>Invoiced upon formal approval of substantive changes listed below.</p> <ul style="list-style-type: none"> <li>- Change in program director</li> <li>- Change in facilities and/or program/lab physical address</li> <li>- Change in Maximum Enrollment Capacity (MEC), including one-time over-enrollments</li> <li>- Changes to program surgical technology curriculum content unless change is related to required implementation of a new edition of the Core Curriculum.</li> </ul> <p>Programs are required to report substantive changes within 30 days of the effective date of the change. Substantive changes received outside the 30-day reporting period are subject to a late fee.</p> <p><b>Accreditation Fundamentals for Educators (AFE) Workshop</b> <span style="float: right;"><b>\$300</b></span></p> <p><b>Virtual AFE Workshop</b> <span style="float: right;"><b>\$250</b></span><br/>All newly appointed Program Directors are required to attend the AFE Workshop within one year of their appointment. All program directors must attend an AFE within the 12-month period prior to a scheduled site evaluation. AFE attendance is also recommended as a refresher for current Program Directors.</p> |
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