

## MACTE Fee Schedule

July 1, 2020 – June 30, 2022

Beginning July 1, 2018, MACTE will adopt a two-year fee schedule approved by MACTE’s Board of Directors. All fees will be increased every two years by at least 3%. MACTE’s operations are supported primarily by annual dues and adult learner fees from accredited programs and affiliate organizations, consortia and groups of independent institutions.

**Payment Methods:** Payments can be submitted in the form of check, wire/money transfer, e-check or credit card. A 4% transaction fee will be added to all credit card payments (unless otherwise specified). Please email MACTE’s TEP Services Manager, Jay Seals, to acquire the wire transfer instruction ([jay@macte.org](mailto:jay@macte.org)).

ANNUAL PROGRAM FEE	ANNUAL FEE SCHEDULE									
<p>All programs pay per accredited level, per year regardless of size or number of adult learners. If a program offers additional course levels at a separate location, the program pays the reduced additional location price per level.</p> <p>Since course cycles at contract locations begin at various times during the year, contract location fees will be billed for each certification course level at the time accreditation is granted. Contract location fees are pro-rated and calculated according to the length of the contract, with a one year minimum.</p> <p>In order to maintain accreditation, programs pay annual fees whether the program is active or inactive.</p> <p>MACTE invoices programs July 1st of each year and the deadline for payment is 30 days from the invoice date. A 15% of balance late fee will be assessed if the program does not pay their annual dues within 90 days of the original invoice date.</p> <p>New programs that receive accreditation during the current fiscal year do not need to pay Annual Program fees until the beginning of the next fiscal year.</p> <table border="0" data-bbox="87 1213 867 1339"> <tr> <td><b>Accredited During Fiscal Year:</b></td> <td><b>Pay Annual Dues:</b></td> </tr> <tr> <td>July 1, 2019 – June 30, 2020</td> <td>July 31, 2020</td> </tr> <tr> <td>July 1, 2020 – June 30, 2021</td> <td>July 31, 2021</td> </tr> <tr> <td>July 1, 2021 – June 30, 2022</td> <td>July 31, 2022</td> </tr> </table>	<b>Accredited During Fiscal Year:</b>	<b>Pay Annual Dues:</b>	July 1, 2019 – June 30, 2020	July 31, 2020	July 1, 2020 – June 30, 2021	July 31, 2021	July 1, 2021 – June 30, 2022	July 31, 2022	<p>Permanent or Branch Location (per level)</p> <p>Note: Only one fee is owed if a location offers both EL I &amp; EL I-II or SEC I &amp; SEC I-II</p>	<p>\$400.00</p>
<b>Accredited During Fiscal Year:</b>	<b>Pay Annual Dues:</b>									
July 1, 2019 – June 30, 2020	July 31, 2020									
July 1, 2020 – June 30, 2021	July 31, 2021									
July 1, 2021 – June 30, 2022	July 31, 2022									
	<p>Additional Location (per level)</p> <p>Note: Only one fee is owed if a location offers both EL I &amp; EL I-II or SEC I &amp; SEC I-II</p>	<p>\$350.00</p>								
	<p>Contract Location (per level)</p> <p><i>One year minimum</i></p>	<p>\$384 + \$32/additional month over one year</p>								
PROGRAM APPLICATION FEES	APPLICATION FEE SCHEDULE									
<p>For programs seeking Initial or Renewal Accreditation, a one-time application fee is paid to MACTE for each certification course level. When seeking accreditation for multiple levels at the same time, a reduced price is assessed after the first level. The program’s application for accreditation should be submitted with payment. Access to complete the Self-Study in MACTE’s portal will be given once the application and fees are received. A formative evaluation from MACTE’s Readers is included with this fee.</p> <p><b>For initial levels</b>, once paid, fees are valid for twenty-four months. If the Self-Study is not submitted within this timeframe, a new application and fee is required.</p> <p><b>For renewal levels</b>, once paid, the fee is valid for the length of the renewal process. The deadline to submit the renewal level’s Self-Study is six months before the renewal date. Failure to submit by this date may result in a \$500 late submission fee. Refer to Section G.2 in MACTE’s Guide to Accreditation for additional information on the renewal timeline.</p>	<p>Renewal or Initial Application Fee (first level)</p> <p>Note: Only one fee is owed if a program offers both EL I &amp; EL I-II or SEC I &amp; SEC I-II</p>	<p>\$900.00</p>								
	<p>Subsequent Level(s)</p>	<p>\$600.00</p>								
	<p>Additional Location Renewal Fee (per location)</p>	<p>\$260.00</p>								

ADULT LEARNER FEES	ADULT LEARNER FEE SCHEDULE	
<p>All programs are required to pay an adult learner fee for each adult learner in each level for each location. Adult learner fees should be paid by 15th of second month after the start of the TEP's academic course cycle. Payment should be submitted along with the corresponding registration list.</p> <p>Due Date Calculation Example:  <b>Start Date on Registration List:</b> September (any), 20XX      <b>Registration &amp; Fee Due Date:</b> November 15, 20XX</p> <p>Programs awarded Initial Accreditation are responsible for payment of adult learner fees in full for the fiscal year in which accreditation is granted (these fees are not pro-rated).</p> <p>Once paid, adult learner fees are non-refundable.</p>	<p>Adult Learner Fee (per adult learner)</p>	<p>\$171.00</p>
<p>Adult learner fees not paid by the due date will be assessed as follows:</p> <ul style="list-style-type: none"> <li>• 5% of total if paid within 6 months after the payment due date</li> <li>• 10% of total if paid within 1 year after the payment due date</li> <li>• 15% of total if paid after 1 year of the payment due date</li> </ul> <p>Programs are responsible for payment of late fees and cannot be assessed to the adult learner. Late payments will also put a TEP at risk of <i>Administrative Probationary Accreditation status</i>.</p>		
SUBSTANTIVE CHANGE FEES	SUBSTANTIVE CHANGE FEE SCHEDULE	
<p>Substantive Change fees are due with submission of application. Substantive Changes requiring an On-Site Verification Visit include, Addition of Certification Course Level for Different Age Range, Relocation of Site and Additional Location (8A: New location, 8B: New level(s) at existing additional location).</p> <p>Substantive Changes not requiring an On-Site Verification Visit include Change in Legal or Program Name, Change in Faculty/Staff/Director, Change in Time Structure/Length, Change in Curriculum, Change in Mission/Objective, and Change in Ownership.</p>	<p>Substantive Change Requiring On-Site Visit: 5C, 7 &amp; 8B</p>	<p>\$260.00</p>
	<p>Substantive Change Requiring On-Site Visit: 8A</p>	<p>\$520.00</p>
	<p>Substantive Change Not Requiring On-Site Visit: 1 – 5B &amp; 6</p>	<p>\$187.00</p>
AFFILIATE ORGANIZATION FEES	AFFILIATION FEE SCHEDULE	
<p>Each affiliate organization pays for the first 10 course levels offered by accredited, affiliated institutions/programs and for each additional 10-course levels.</p> <p>Organizations applying to be a MACTE affiliate pay an initial application fee along with their application.</p>	<p>Affiliate Annual Fee (first 10 course levels)</p>	<p>\$560.00</p>
	<p>Affiliate Application Fee</p>	<p>\$1,250.00</p>
ADDITIONAL FEES	ADDITIONAL FEE SCHEDULE	
<p>A late fee is charged if Annual Dues are not paid within 90 days of the original invoice date.</p> <p>A late submission fee will be required if a Renewal Self-Study is submitted after the due date outlined in the Renewal timeline.</p> <p>A program that receives a negative status decision has the right to request reconsideration and/or appeal the decision.</p>	<p>Late Annual Dues Fee</p>	<p>15% of balance</p>
	<p>Late Renewal Submission Fee</p>	<p>\$500.00</p>
	<p>Appeal/Reconsideration Fee</p>	<p>\$500.00</p>