



<b>POLICY CATEGORY</b>	<b>Program</b>
<b>POLICY FOCUS</b>	<b>Accredited Provider Fees</b>

**Policy PR-04: Accredited Provider Fees**

**Approved on: May 26, 2023**  
**Effective Date: January 1, 2024**

1. Accredited Provider Fees

<b>Accredited Provider Fee</b>	<b>Fees*</b>
Initial Application Fee	\$1,693
Second/Subsequent Application Fees	50% of initial application fee**
<b>Annual Fees</b>	
ESU Rate	Based on ESU Fee Grid
Conference Rate	50% of the CCCEP Conference Accreditation Fee (for the equivalent size of conference)
Maximum Annual Accredited Provider Fee	\$7,336
Minimum Annual Accredited Provider Fee	\$1,806

\* Fee is base fee only; base fee is subject to applicable sales taxes

\*\* Reduced fee only applies to second/subsequent applications that are submitted within 12 months of the applicant receiving the decision on their initial application

2. Annual Accreditation Fee.

The Annual Accreditation Fee is calculated by adding the Education Service Unit (ESU) fee and the Conference Fees

***Annual Accreditation Fee = ESU fee + Conference Fee + applicable sales taxes***

3. Calculation of Fees

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3.1. Calculate the ESU.

3.1.1. Calculate the number of ESUs for each non-conference program delivered during the year:

$$ESU \text{ (for a program)} = \text{Number of Contact Hours} \times \text{Number of Participants}$$

3.1.2. Calculate the total ESUs for all non-conference programs to determine the total ESUs for the year;

$$\text{Total ESUs} = [ESU(\text{Program 1}) + ESU(\text{Program 2}) + \dots + ESU(\text{Program N})]$$

3.1.3. Use the table below to determine the ESU Fee (Non-Conference Programs)

2018 Fee Schedule				
Level	ESU Range			Fee*
1	0	-	99	\$962
2	100	-	249	\$1,187
3	250	-	499	\$1,580
4	500	-	999	\$2,031
5	1000	-	2499	\$2,483
6	2500	-	4999	\$3,048
7	5000	-	7499	\$3,950
8	7500	-	9999	\$5,079
9	10000	-	12499	\$6,095
10	12500	-	and over	\$7,224

\*Fee is base fee only; base fee is subject to applicable sales taxes

**Example (Calculation of ESU Fee)**

	# Contact Hours	# Participants	ESU
Program 1	6	25	150
Program 2	24	12	288
Program 3	12	120	1440
Program 4	48	25	1200
Program 5	16	36	576
<b>Total ESUs for the year</b>		3654	
<b>ESU Fee* (from table)</b>		<b>\$3,048</b>	

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### 3.2. Calculate the Conference Fee

3.2.1. Determine the CCCEP Conference Fee for each conference, delivered during the year using the CCCEP Conference Accreditation Fee Schedule<sup>1</sup> and multiplying this fee by the Conference Rate (See section above).

3.2.2. Add these individual conference fees to determine the total conference fee and multiple by the conference rate.

$$\text{Conference Fee} = (\text{Conference 1 Fee} + \text{Conference 2 Fee} + \dots + \text{Conference N Fee}) \times \text{Conference Rate}$$

#### Example (Calculation of Conference Fee)

	Number CEUs	Fee*	Conference Rate	Conference Fee
<b>Conference 1</b>	16	\$1,166.00	50%	\$583.00
<b>Conference 2</b>	8	\$882.00	50%	\$441.00
<b>Conference 3</b>	4	\$586.00	50%	\$293.00
<b>Conference Fee to be paid by Accredited Provider</b>				<b>\$1317.00</b>

\* From Accreditation Fee policy. Base fee only; base fee does not include the applicable sales taxes.

### 3.3. Calculate the Annual Accredited Provider Fee (AAPF)

3.3.1. Calculate the Annual Fee by adding the ESU Fee and the Conference Fee

$$\text{Annual Accredited Provider Fee (AAPF)} = \text{ESU Fee} + \text{Conference Fee}$$

3.3.2. Add the applicable sales tax to the Annual Program Provider Fee

$$\text{Annual Accredited Provider Fee with tax} = \text{APPF} + (\text{APPF} \times \text{applicable sales tax rate})$$

<sup>1</sup> Refer to Conference Fee

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**Example (Calculation of Total Fee)**

	# ESUs	Fee
ESU Fee*	3654	\$3,048.00
Conference Fee*		\$1,317.00
Total APPF*		\$4,365.00
HST (15%)		\$655.00
<b>Total Payment</b>		<b>\$5,020.00</b>

\*Fee is base fee only; base fee is subject to applicable sales taxes

4. Determine the Annual Fee to be paid to CCCEP
  - 4.1. The program provider will pay the amount of the Annual Accredited Provider Fee (AAPF) calculated in the previous section, unless:
    - 4.1.1. The AAPF is lower than the minimum fee; or
    - 4.1.2. The AAPF is higher than the maximum fee.
  - 4.2. If the Annual Accredited Provider Fee (AAPF) is lower than the minimum annual accreditation fee, the provider will pay the minimum annual accreditation fee.
  - 4.3. If the Annual Accredited Provider Fee (AAPF) is greater than the maximum fee, the provider will pay the maximum annual accreditation fee.
5. Payment of Annual Accreditation Fee.
  - 5.1. The Annual Accreditation Fee will be paid at the beginning of the accredited provider's program year.
  - 5.2. For new accredited providers, the initial Annual Accreditation Fee will be due on the date of accreditation. The initial year's Annual Accreditation Fee will be the Minimum Fee. If the initial program year is less than 12 months, the initial Annual Accreditation Fee will be prorated.
6. The Board may, without consultation, change the application and annual accreditation fees.
  - 6.1. When CCCEP changes the fee, the provider will pay the fee in effect on the last day of their chosen "program year" as defined in the Accredited Provider policy.

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