



## Continuing Professional Development Program (CPD) Course Approval Fee Schedule

CPD Program	Definition	Approval Fee	Submission Deadline
Live Conference/ Seminar Or Advanced Clinical Training / Case Study Groups	In-person attendance only - no online attendance option	\$18/course hour *	Application must be received 60 days prior to program date
Regular Course(s)	Course(s) with up to 19 credit hours	\$25/course hour paid in one full installment	Application must be received 60 days prior to program date
Bulk Course #1	Course(s) with 20-49 credit hours	\$20/course hour paid in two monthly installments	Application must be received 60 days prior to program date
Bulk Course #2	Course(s) with 50-199 credit hours	\$15/course hour paid in two monthly installments	Application must be received 60 days prior to program date
Bulk Course #3	Course(s) with 200 or more credit hours	\$10/course hour paid in four monthly installments	Application must be received 60 days prior to program date
Renewal	Renewal of CPD approved course (after initial approval of three years)	50% of the original fee paid at the initial application	Application must be received 60 days prior to program date

\*Add \$5/hour if recording to be sold for 3-year approval period

### Approval Period:

The course fee covers the cost of offering Continuing Education Units (CEUs) to an unlimited number of students and for an unlimited number of deliveries of the same course for up to and including 36 months (3 years) from the date of course approval. If you need assistance calculating the exact fee structure and length of the CPD course, please email [info@achena.org](mailto:info@achena.org)

**Note:** In-person Advanced Clinical Training and Case Study Groups are approved for 12 months (1 year) from the date of approval.

### Payment Method

Fees are non-refundable. Submit via PayPal on ACHENA's website, or by check, after invoicing.