



Accreditation Commission for Homeopathic Education in North America

www.achena.org

info@achena.org

School Accreditation Fee Schedule

Effective July 1, 2020

Initial Application	\$500
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Paid in full, upon submission of Initial Application and Letter of Intention to ACHENA.

Eligibility Training Workshop	\$100/hour
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To facilitate the submission of an Eligibility Packet, applicants are required to attend at least one hour of an online Eligibility Training Workshop with an ACHENA representative. Applicants may request more time if needed, additional fees will apply.

Eligibility Packet Review	\$400
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Paid in full, upon submission of an Eligibility Packet to ACHENA.

Self Study Preparation Workshop	\$100/hour
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To facilitate a Self-Study, applicants are required to attend at least one hour of an online Self-Study Preparation Workshop with an ACHENA representative. Applicants may request more time if needed, additional fees will apply.

Self Study Review	\$1000
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Paid in full, upon submission of a Self Study to ACHENA.

Peer Review Site Visit (Initial and Renewal)	\$2500 (plus estimated travel, meals, and general expenses for 2-3 peer reviewers – estimated cost is dependent on the location of the school)
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Paid in full, after invoicing, Site Visit fee is based on estimated travel, lodging and meal expenses, per Peer Reviewer, for a two-three day Site Visit, every five years.

Annual Accreditation Dues: Estimated TOTAL - Based on the average of the past two years Gross Annual Revenue (GAR)

Annual Accreditation Dues	\$2000 if GAR <\$100,000 \$2000 + .0025(GAR) if GAR >\$100,000
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Paid in full, annually, in accordance with the above calculations, at the date determined by ACHENA.

Other Fees

- **Extension of Eligibility Packet:** \$500 per extension
An Eligibility Packet must be submitted within 12 months of the Initial Application. Applicants may request up to two six-month extensions for submission of the Eligibility Packet. In no case may an applicant exceed 24 months without submitting the Eligibility Packet.
- **Review Request of Information:** \$250
Applied during the reviews of Eligibility Packets and Self-Studies when insufficient information has been submitted and the review team must request additional information **two or more** times. Fee applies to each request.
- **Candidacy Annual Dues** (maximum 2 years):
 - Year 1: \$500
 - Year 2: \$500
- **Candidacy Extension:**
An extension of Candidacy, after the regular two-year Candidacy period, may be granted at the discretion of ACHENA, and upon request of the institution, for an additional year. No more than three one-year extensions may be granted, and in no event will the total period of Candidacy status exceed five years.
 - 1st annual extension: \$1000
 - 2nd annual extension: \$1500
 - 3rd annual extension: \$2000
- **Late Fee:** 10% of overdue amount with an additional 10% added every 30 days. Fees more than 90 days past due will result in Procedural Actions and a lapse in Accreditation or Candidacy status.

For reports or other submissions which do not have a fee attached to them, a late fee of \$50 will be applied with an additional 10% added every 30 days.

- **Substantive Change Fees:**
Substantive Change fees are currently under development. Until finalized, a flat fee of \$500 will be applied to all Substantive Change applications.

Payment Method

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