



ACHENA Accreditation Fee Schedule

Effective August 1, 2026, for initial accreditation

Effective January 1, 2027, for current member schools

Accreditation@ACHENA.org

Payment Method

Payment is accepted via bank transfer, credit/debit card, or PayPal through the link located on the ACHENA invoice received. Payment may also be made by check payable to ACHENA and mailed to: ACHENA, PO Box 517, 49 Elmwood Road, Swampscott, MA 01907. **Fees are non-refundable.**

Introduction to ACHENA Accreditation Interested schools can learn more about ACHENA accreditation by requesting access to <i>Introduction to ACHENA Accreditation</i> . This brief webinar offers an overview of the what and why of accreditation, a brief synopsis of ACHENA standards and competencies, and a review of the steps to achieving ACHENA accreditation.	Gratis
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Orientation to ACHENA Accreditation To ensure a successful initial application, individual(s) designated as responsible for the Eligibility Packet, Self-Study and Site Review must take <i>ACHENA Preparation Program for Initial Accreditation</i> online and receive a certificate of completion prior to submission of the Eligibility Packet.	Gratis
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Step 1: Eligibility for Initial Accreditation (Active for 12 months from date of submission)

Eligibility Packet - Review and Assessment	\$650
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Paid in full, with submission of completed Eligibility Packet.

Eligibility Packet – Extension One six-month extension may be requested.	\$350
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Paid in full, upon receipt of invoice from ACHENA.

Initial Accreditation Mentorship A mentorship program is available to schools applying for initial accreditation. A seasoned mentor will be assigned to assist in all phases of the process. Three hours are provided gratis. Further mentorship needed is \$75 per hour.	Gratis - First Three Hours \$75 each additional hour
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Paid in full, upon receipt of invoice from ACHENA.

Step 2: Self-Study (Must be submitted within one year after Eligibility is awarded. Active for 6 months from date of submission)

Self-Study Review	\$1250
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50% paid with submission of Self-Study. Remaining 50% paid upon receipt of the ACHENA Report.

Self-Study – Extension One six-month extension may be requested.	\$350
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Paid in full, upon receipt of invoice from ACHENA.

Step 3: Site Review (Must be scheduled within 6 months after the receipt of Self-Study Report from ACHENA).

Site Review	\$2000 - Plus, travel, lodging and meal expenses if on-site visit is required.
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50% paid, upon Site Review commitment and date is agreed upon. Remaining 50% paid upon receipt of the ACHENA Report. On-site visitor travel, lodging and meal expenses payment in full due upon receipt of ACHENA invoice.

Reaffirmation of Accreditation

Self-Assessment – Review Must be submitted in the last year of the school's accreditation period and within 6 months prior to its end date.	\$1000
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Paid in full, with submission of Self-Assessment.

Site Review Must be scheduled no more than 3 months after receipt of the Self-Assessment Review ACHENA Report.	\$2000 - Plus, travel, lodging and meal expenses if on-site visit is required.
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Site Review Commitment paid in full, when the date is agreed upon. On-site visitor travel, lodging and meal expenses payment in full due upon receipt of ACHENA invoice.

Mandatory Preparation for Reaffirmation of Accreditation To ensure a successful reaffirmation of accreditation, individual(s) designated as responsible for completing the Self-Assessment and overseeing the Site Review must take <i>ACHENA Preparation Program for Reaffirmation of Accreditation</i> online and receive a certificate of completion prior to the submission of the Self-Study.	Gratis
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Annual Dues

Based on the average Gross Annual Revenue (GAR) found in the Annual Report year and the year prior. Annual Dues begin the second year of Initial Accreditation.

Annual Dues	\$2000 Fee only if GAR <\$100,000 \$2000 Fee + .0025(GAR) if GAR >\$100,000
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Paid in full, annually, upon review and acceptance of the Annual Report, and invoiced in accordance with the above calculations.

Other Fees

Substantive Change - Notification and Required Approval See policy on substantive change.	Notification only – No Fee \$250 for each required change approval
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Paid in full, upon receipt of invoice from ACHENA.

Required Consultation When there are issues at a school which ACHENA must investigate in-depth and provide consultation, fees are assessed per hour.	\$100 per hour
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Paid in full, upon receipt of invoice from ACHENA.

Requested Consultation Questions and support for all accreditation activities are provided by the ACHENA Accreditation Coordinator. When more in-depth consultation is needed for specific issues, fees are assessed per hour.	\$100 per hour
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Paid in full, upon receipt of invoice from ACHENA.

Special Reports and Site Review When a special report or a Site Review is needed, as determined by ACHENA, or requested by the school.	\$350 per Report Site Review TBD
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Paid in full, upon receipt of invoice from ACHENA.

Late Fees Fees more than 90 days past due will result in a pause in an Initial Accreditation review or possible lapse in Accreditation status.	10% of overdue amount with an additional 10% added every 30 days
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Paid in full, upon receipt of invoice from ACHENA.