

ACAHM Accreditation Commission for Acupuncture and Herbal Medicine

Policy Title: Schedule of Fees and Dues (effective January 1, 2024)

Approved By: ACAHM Commission

Document History: Policy Implementation Date: July 2012

Last Updated: 19 May 2023

Related Commission Policies & Resources:

[Glossary](#); [Notification of Change Policy](#); [Accreditation Procedures Policy](#); [Branch Campus Policy](#); [Commission Actions Policy](#); [Site Visit Manual](#); [Legal Costs & Obligations Policy](#); [Waiver Policy](#)

References:

Responsible Official: ACAHM Executive Director

Policy Summary: This schedule outlines the Commission’s current fees, dues and other accreditation-related costs.

Table of Contents

I. Orientation and Eligibility Fees	2
II. Annual Sustaining Accreditation Dues and Fees	2
III. Other Accreditation-Related Fees	3
IV. Notification of Change Fee Schedule	4
1. Substantive Change Fees and Expenses	4
2. Non-Substantive Change Fees Requiring Prior Notice and Review	5
3. Non-Substantive Change Fees Requiring Timely Post-Implementation Notification	5
V. Miscellaneous Fees Schedule	5
VI. Late Payments	7

I. Orientation and Eligibility Fees

Orientation Visit and Eligibility Phase Fee Schedule:

Fee	Fee Explanation	Due Date	Amount
Orientation Visit Fee	<p>Administrative fee (payable in advance) for a one-day visit by ACAHM professional staff to an institution/program to provide information about the accreditation process; the Commission's procedures, standards, and criteria; and to provide general consultative assistance.</p> <p>The institution/program will be invoiced for direct expenses incurred during the visit which typically includes airfare, transportation, lodging and meals/incidentals as defined by the IRS (www.gsa.gov/perdiem).</p>	Fee due when the orientation visit is confirmed; expenses invoiced after visit.	\$1,500 + expenses

II. Annual Sustaining Accreditation Dues and Fees

Accreditation dues and fees are required for all ACAHM-accreditable degree, diploma and certificate programs offered at all ACAHM-approved locations (Main campus, Branch campus, Additional location(s)).

Fee	Fee Explanation	Due Date	Amount
Primary (First) ACAHM-accredited Program Dues	<p>Annual sustaining accreditation dues for the primary (first) ACAHM pre-accredited/accredited program.</p> <p>Notes: This fee will be pro-rated for the first year in which the program achieves ACAHM-accreditation status.</p>	March 1 each year or as invoiced	\$7,200 base
Additional ACAHM-accredited programs	<p>Annual sustaining accreditation dues for each additional ACAHM pre-accredited/accredited program.</p> <p>Notes: This fee will be pro-rated for the first year during which the program achieves ACAHM-accreditation status.</p>	March 1 each year or as invoiced	\$3,500 per degree program \$1,000 per certificate program
Headcount	<p>A Headcount Fee is charged annually for each "unduplicated" full-time and part-time student enrolled in an ACAHM pre-accredited/accredited program between 1 January and 31 December of the preceding calendar year. This Headcount Fee also applies to students enrolled in credit-bearing courses that are part of an ACAHM-accredited program but who are not admitted to an ACAHM-accredited program.</p> <p>Notes: This fee will be pro-rated for the first year during which a program achieves ACAHM-accreditation status.</p>	March 1 each year or as invoiced	\$38/student <i>(Effective for dues invoiced on or after 1/1/2024)</i>

III. Other Accreditation-Related Fees

Fee	Fee Explanation	Due Date	Amount
Self-Study Report (SSR) Review Fee.	This is a fee for ACAHM staff to perform a comprehensive review of SSRs for pre-, initial, and continuing accreditation of the following programs: master’s, entry-level professional doctoral, advanced practice doctoral and certificates. Note: Institutions may request a waiver to combine multiple programs in a single SSR. Additional review fees apply when waivers are approved to combine SSRs.	Fee is due upon submission of SSR.	These fees are specific to a main campus and, where applicable, each branch campus: \$4,150 for each separately submitted SSR. Additional fees for ACAHM approved combined SSRs: \$2000 for each additional degree program; \$1000 for each additional certificate program.
Comprehensive Accreditation Site Visit Fee	<p>This is an administrative fee for an ACAHM comprehensive site visit (typically conducted by four (4) site visitors over three (3) days) to evaluate a program/institution’s compliance with ACAHM’s accreditation standards, criteria, and procedures for Pre-, Initial or Continuing Accreditation. This fee is adjusted based on things like the number of site visitors, length of the site visit, number of programs being reviewed, number of locations being reviewed, whether a foreign language track is involved, etc.</p> <p>The institution/program must pay the entire expense of the visit.</p> <p>The institution must arrange and directly pay for airfare, local hotel, and local transportation costs for the full visit as described in the ACAHM Site Visit Manual.</p> <p>ACAHM will invoice the institution/program for the site visit fee and miscellaneous site visit related expenses, including but not limited to: transportation to and from a site visitor’s home to originating airport; parking; baggage fees; and site visitors’ meals & incidental expenses (defined by the IRS- www.gsa.gov/perdiem).</p>	Site visit fee and all related invoices are due within 30 days of receipt of invoice.	\$7,800 + expenses.

IV. Notification of Change Fee Schedule

Whether or not a site visit is required will be determined by ACAHM at the time a change application is received (see ACAHM’s [Notification of Change Policy](#) for additional details). If a site visit is required, the institution/program will be assessed a **site visit fee** which varies based on the number of site visitors and the number of days involved. In addition to ACAHM’s site visit fee, institutions/programs are solely responsible for all **site visit expenses**: (1) site visitor transportation: (a) travel to/from site visitors’ homes to the originating carrier - airport, train station, etc., (b) air, bus, metro, rail fare, (c) local travel -taxi, Uber, Lyft, etc., (2) lodging costs, (3) parking, (4) baggage fees, and (5) meals & incidental expenses (as defined by the IRS - www.gsa.gov/perdiem).

1. Substantive Change Fees and Expenses

Sub-Change	Substantive Change Description	Due Date	Fee
1.01	Change in location of main campus, branch campus or additional location	Due upon submission	\$2,500
1.02	Addition of a location offering 50% or more of an ACAHM-accredited program.	Due upon submission	\$750
1.03	Establishment of a branch campus – includes an “additional branch campus application” review and focused site visit fee.	Due upon submission	\$4,000
1.04	Acquisition of another ACAHM-accreditable program/institution	Due upon submission	\$2,500
1.05	Addition of an entry-level acupuncture program	Due upon submission	\$750
1.06	Addition of an entry-level acupuncture program with a Chinese herbal medicine specialization	Due upon submission	\$2,500
1.07	Delivery of an ACAHM-accredited program in a language other than the currently accredited language of delivery (English, Mandarin Chinese, or Korean).	Due upon submission	Initial fee to review application - \$750 Additional fees may be incurred (i.e., language expert to assist site visit, document translation fees)
1.08	Addition of an ACAHM-accreditable doctoral degree program (entry-level of advanced practice).	Due upon submission	Initial fee to review application for approval to admit students: \$4,000. Note: post approval, accreditation-related fees apply.
1.09	Significant change in clock hours or credit hours for program completion	Due upon submission	\$750
1.10	Significant change to the established mission or objectives of an ACAHM-accredited institution	Due upon submission	\$750
1.11	Change in legal status, form of control, or ownership of institution	Due upon submission	Change in mission: up to \$750. all others: \$2,500
1.12	A decision to cease operations, close an institution, close a branch campus, close an additional location, or close a program	Due upon submission	\$750
1.13	A change in the way the institution measures student progress (clock hours or credit-hours, semesters, trimesters, or quarters, or time-based or non-time-based methods).	Due upon submission	\$750
1.14	Contract with another institution or organization that is not certified to participate in Title IV, HEA programs and this institution/organization is contracting to offer more than 25% of one or more of the ACAHM-accredited institution's educational programs.	Due upon submission	\$750
1.15	Addition of distance education offerings	Due upon submission	\$2,000
1.16	Addition of an ACAHM-accreditable certificate program	Due upon submission	\$2,500

2. Non-Substantive Change Fees Requiring Prior Notice and Review

Change	Description of Non-Substantive Changes Requiring Prior Notice and Review	Due Date	Fee
2.01	Significant change to facilities	Due upon submission	\$100
2.02	Significant change to an ACAHM-accredited program	Due upon submission	\$100
2.03	Name change of institution or program	Due upon submission	\$100
2.04	Bankruptcy or reorganization	Due upon submission	\$750
2.05	Voluntary withdrawal of accreditation	Due upon submission	\$100
2.06	Suspending student matriculation in an ACAHM-accredited/pre-accredited program	Due upon submission	\$100

3. Non-Substantive Change Fees Requiring Timely Post-Implementation Notification

Change	Description of Non-Substantive Changes Requiring Timely Post-Implementation Notification	Due Date	Fee
3.01	External agency actions	Due upon submission	\$100
3.02	Qualified or adverse financial statement	Due upon submission	\$100
3.03	Change in leadership of administration or governing body.		No Fee
3.04	Matter that may significantly impact character or quality of institution or ACAHM-accredited program	Due upon submission	\$100
3.05	A 20% or more increase or decrease in faculty numbers or student population	Due upon submission	\$100
3.06	Destruction of a main or branch campus institution or a significant part of the same		No Fee

V. Miscellaneous Fees Schedule

Activity	Description	Due Date	Fee
American Arbitration Association (AAA) Fees	<p>1. The AAA charges a fee to compensate it for the cost of providing administrative services for arbitration. The fee is specified in the current schedule of fees published by the AAA. The institution/program requesting arbitration is solely responsible for payment of this fee.</p> <p>2. In addition to AAA's administrative services fee, the arbitrator is compensated at the rate specified in the current schedule published by the AAA.</p> <p>3. Other than the AAA's administrative fee, the program/institution and the Commission shall be responsible for sharing equally the costs and expenses associated with the arbitration. If, however, the Commission prevails in the arbitration, the program/institution shall be responsible to pay ACAHM for all reasonable costs incurred by the Commission including staff time, arbitrator expenses, attorneys' fees, and all other related expenses incurred in the preparation for, prosecution of or response to the arbitration action ("Arbitration Costs").</p>	<p>The AAA may require a deposit in advance of the hearing to cover the expense of the arbitration, including:</p> <ul style="list-style-type: none"> the arbitrator's fee, the program/institution's share of the costs of the arbitrator's fee, any other AAA arbitration administrative fees, fees accrued after the hearing within 10 business days of receipt of the billed amount. <p>A failure to timely pay any required fee will halt the arbitration proceedings.</p>	<p>Institution/program is responsible for payment of AAA's administrative services fee and any advance deposit required by AAA to cover the expense of the arbitration. The program/institution is directly invoiced by AAA for relevant expenses.</p>

Arbitration Administration Fee to ACAHM	The “ <i>Arbitration Administration</i> ” fee covers administrative costs borne by the Commission in preparing the <i>Accreditation Record</i> , securing the facility for the arbitration hearing (if an in-person hearing is held), and other expenses directly related to the administration of arbitration.	Upon submission of a <i>Notice of Intent to Arbitrate</i> a Commission Action.	\$5,000 (non-refundable)
Commission Action-Appeal Fee	This fee is charged to an institution/program that Appeals eligible Commission Actions defined in ACAHM’s Commission Actions Policy .	Upon submission of a <i>Notice of Intent to Appeal</i> a Commission Action.	\$25,000 as a deposit on the payment of costs (refunds or additional billing apply, when appropriate)
Commission Action-Reconsideration Fee	This fee is charged to a program/institution that requests formal reconsideration of certain Commission actions defined in ACAHM’s Commission Actions Policy .	Upon submission of a request for <i>Reconsideration</i> of a Commission Action. Related direct costs will be billed accordingly.	\$2,500 + any related direct costs (i.e., air travel, hotel, etc.)
Compliance Investigation Fee	This fee is assessed when ACAHM determines there is sufficient and credible evidence that an institution / program is non-compliant with legal/regulatory requirements or ACAHM’s standards/criteria/policies warranting an on-site compliance investigation (announced or unannounced).	An institution/program will be invoiced the actual cost for the necessary travel, lodging and food associated with an on-site compliance investigation	TBD based on actual expenses incurred.
Expedited Review Fee	This fee is assessed when institutions request an expedited review that is granted by ACAHM.	Upon submission	\$500
Interim and Focused Site Visits	Specialized site visits, which may range from a single Commission staff member to multiple site visitors and typically from 1 to 4 days. Additional fees may apply for multiple programs, including foreign language tracks.	A prorated fee is due upon receipt of ACAHM’s invoice for the visit.	Invoice based on the nature of the specific visit (# of visitors, # of days)
Late Notice Fee	A late notice fee is assessed when ACAHM staff learn of an institution’s or program’s failure to provide timely notification of changes as described in ACAHM’s Notification of Change Policy	Based on Invoice	\$500
Late Payment Fee	A late payment fee is assessed on all delinquent fees beginning ten (10) days from the date the fee was due.	Based on Invoice	1.5% per month
Late Report Submission Fee	A late report submission fee is assessed on all reports received after the established due date.	Upon submission	\$500
Progress Report Review Fee	Progress Reports required to address non-compliance findings will be assessed a report review fee.	Upon submission	\$900
Sanction Report Review Fee	Progress Reports required for Sanctions typically require additional time to review.	Upon submission	\$1750
Supplemental and Subsequent Report Review Fee	Supplemental reports or institutional submissions that are returned as incomplete and subsequently resubmitted will be assessed an additional report review fee.	Upon submission	\$900
Translation Fee	This fee is assessed an institution/program that submits materials to ACAHM for review in a language other than English.	Institution/program will be invoiced the actual cost for translation services	TBD based on actual expenses incurred.
Waiver Request Fee	This fee is assessed an institution/program when requesting a waiver as outlined in ACAHM’s Waiver Policy .	This fee must accompany a completed <i>Waiver Request</i> at the time of submission	\$150
Workshop Fee	This fee is charged when an institution/program must complete a training (i.e., mandatory <i>Self-Study</i> training).	Upon workshop registration	\$500 for first attendee. Additional attendees from same institution \$100/ea

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VI. Late Payments

Due dates for required fees and dues are outlined above.

¹Annual dues invoices are distributed in early January each year and associated payments are due by 1 March of the same year. Institutions and programs are assessed a late fee of 1.5% per month on any unpaid balance(s) after 1 March.

Consistent with ACAHM's *Commission Actions Policy*, ACAHM reserves the right to terminate or revoke pre-accreditation or accreditation when a program or institution fails to timely submit required reports or to timely pay required and uncontested fees and dues within the time limit set by the Commission.

Revision History

Date Revised	Summary of Revisions	Approved By
July 2012	Major change in dues & fees structure and pricing	Commission
161212	Comprehensive document revision and reformatting; fees updated and added; fee descriptions added and other descriptions clarified.	ACAOM Executive Director
170110	Modification of change fee items 1.16 and 2.9	ACAOM Executive Director
170615	Modification of change fee items 1.11, 1.12 and 2.5	ACAOM Executive Director
171114	Progress Report fee modification and footnote added to address late payments and addition of waiver request fee.	ACAOM Executive Director
180404	Revised fees to correspond to changes in ACAHMs Notification of Change Policy, ACAHM's Legal Costs and Obligations Policy and Misc. additional categories	ACAOM Executive Committee
180515	Major revision of dues and headcount fees. Removal of \$20K cap per branch. Simplification and reformatting of schedule of fees and dues.	ACAOM Executive Committee
180606	Late Report Submission Fee	ACAOM Executive Director
180914	Non-substantive revisions to due dates	ACAOM Executive Director
181205	Clarifying language on site visits added to IV. Not. of Change Fee Schedule	ACAOM Executive Director
190726	Change in nomenclature for 1.06 to reflect changes in degree titles	ACAOM Executive Director
190817	Non-substantive revisions to Section II. Pg. 2	ACAOM Executive Director
201215	Terminology revisions to correspond with ACAHM's <i>Program Naming Policy. Changes to SSR & SV Fees in Section III pg. 3.</i>	Commission
210701	Modification of headcount dues, invoicing terms for comprehensive accreditation site visit expenses, modification of Self Study Report fees	Commission
220204	Adjusted terminology throughout for ACAHM name change and removal of "Oriental" term; no material revisions made	ACAHM Executive Director
230519	Added 1.13; Modification of Headcount, Annual Sustaining Dues, Report Fees, Comprehensive Site Visit, Orientation Site Visit, Waiver and Workshop fees – effective 1/1/2024	Commission