



# PROGRAM SPONSOR ALERT

Date: March 26, 2015

Number: 15-02

Subject: Preparing for Annual Accreditation Fees – Inactive Status and Withdrawal Deadlines

## Summary

Annual accreditation fees are due to the Commission on September 1. Annual accreditation fees are based on two components:

*Institution Fee* – Based on the three year average of recommendations made.

*Program Fee* – Based on the number of approved programs, approved internships, and inactive programs at an institution.

A link to an in-depth description of the Accreditation Fee Structure is located on the fees webpage in the References section below. Institutions are highly encouraged to review their listing of approved programs.

Institutions must formally withdraw or make programs inactive at a regularly scheduled Committee on Accreditation (COA) meeting **prior to July 1** annually in order for the changes to reflect on that year's invoice.

- Programs requesting **inactive status** may not be admitting new candidates and must have a small candidate pool (generally no more than twenty candidates).
- Programs requesting to **withdrawal** may not be accepting candidates and will not be allowed to recommend candidates for the credential after the date of withdrawal. In some instances the program may submit a lock list of candidates finishing the program.

Programs withdrawn before the end of this fiscal year will not be charged a program fee and inactive programs will be charged a nominal \$50 fee rather than the full program fee for an active program.

The following COA meetings are the remaining opportunities for institutions to request program withdrawals or inactive status prior to the calculation of 2015-16 annual accreditation fees. Requests must be received a minimum of fifteen days prior to the first day of the meeting.

<b>COA Meeting Date</b>	<b>Inactive/Withdrawal Request Deadline</b>
April 30-May 1, 2015	April 15, 2015
June 24-26, 2015	June 8, 2015

### References

- Program Sponsor Fees Webpage: <http://www.ctc.ca.gov/educator-prep/fees.html>
- Accreditation Fee Structure: <http://www.ctc.ca.gov/educator-prep/fees/accred-fees-structure.pdf>
- Approved Programs Webpage: [http://cig.ctc.ca.gov/cig/CIG\\_PPPM/all.php](http://cig.ctc.ca.gov/cig/CIG_PPPM/all.php)
- Program Withdrawal Application: <http://www.ctc.ca.gov/educator-prep/forms/Withdraw-Program-Application.pdf>
- Application to Request Inactive Status: <http://www.ctc.ca.gov/educator-prep/forms/Inactive-Status-Application.pdf>

### Contact Information

The Professional Services Division provides a full list of topic- and program- specific dedicated email addresses at: <http://www.ctc.ca.gov/educator-prep/PSD-contact.html>.