

## 2024 Accreditation Fee Schedule

### Application Fee:

Type of Fee	Cost <sup>1</sup>
Application Fee - New program (no students yet)	\$554.81
Application Fee - Existing program (operating with students)	When an application is received, the program begins paying Annual Fees.

### Annual Fee:

Type of Fee	Cost <sup>1</sup>
Annual Fee - Regulated provinces <sup>2</sup>	\$25.59/ student/ year
Annual Fee - All programs in non-regulated jurisdictions	\$106.52/ student/ year

### Preliminary Accreditation and Site Visit Fees:

Type of Fee	Cost <sup>1</sup>
Preliminary Accreditation	\$3,840.60 for one program or site. Each additional program or site is \$1,660.80, see below.
In-Person Site Visit	\$7,800 to \$13,500 Includes travel costs, accommodation, surveyor honoraria and CMTCA admin. fee. Note: This fee is divided into two installments. <ul style="list-style-type: none"> <li>▪ The first invoice of \$5,548.81 is due prior to receipt of the Accreditation Report.</li> <li>▪ The second invoice will be sent within 60 days of the site visit, and the amount will depend on travel-related expenses.</li> </ul>
Virtual Site Visit	\$6,539.40

<sup>1</sup> All fees are subject to applicable taxes.

<sup>2</sup> This fee applies to programs in provinces where members of the profession financially contribute to CMTCA, including British Columbia, Ontario, New Brunswick and Newfoundland and Labrador.



## Appeal Fee:

Type of Fee	Cost
Appeal Fee	\$1,868.40 This Administrative Fee will be invoiced when a Notice of Appeal of an accreditation decision is accepted for consideration.

## Application fee

Programs that are not yet operational and do not have any enrolled students pay an application fee of \$554.81.

Programs that are operational and have students enrolled do not pay an application fee but will be invoiced for the annual fee after their application is received.

## Annual fees

Annual fees are calculated based on the total number of students (including full-time, part-time, or other) registered at a program during the 12 months prior to the invoice date. CMTCA will contact the program prior to invoicing to request the number of students.

**Programs that begin operations (enrolling students) after submitting their application** to CMTCA, must pay annual fees when they have had students enrolled for 6 months (or more) of a given year.

**Programs with traditional annual cohort admissions** should include the number of students registered in the program on the previous December 1<sup>st</sup>. If this is not representative of a typical number of enrolled students for the year, please contact CMTCA to request guidance.

**Programs with rolling or continuous intake** should include the maximum number of students present in the program on any given day within the 12-month period. If there is a short overlap due to graduation dates which causes this number to be higher than is representative of the program's normal enrollment, please omit the graduating cohort from the calculation. If the resulting number of students is not representative of a typical number of enrolled students, please contact CMTCA to request guidance.

## Preliminary Accreditation Fee

The preliminary accreditation (PA) fee covers the cost to complete a preliminary accreditation review. The preliminary accreditation fee is invoiced when CMTCA is notified that the education program is ready to submit its documentation.

Multiple programs or sites

- If an institution has multiple sites (campuses) where the same massage therapy curriculum is offered, it may submit PA documentation for multiple sites at the same

time. The Preliminary Accreditation fee for each additional site is at a reduced rate of \$1,660.80 per site.

- Similarly, if an institution offers multiple massage therapy programs, it may submit PA documentation for multiple programs at the same time. Institutions that choose to take advantage of this must identify any differences between programs or sites throughout the PA submission. The Preliminary Accreditation fee for each additional program is at a reduced rate of \$1,660.80 per program.
- NOTE: Preliminary Accreditation reviews for multiple sites or programs must take place simultaneously to qualify for the \$1,660.80 reduced fee. Otherwise, the fee is \$3,840.60 per program and/or site. If you have any questions about multiple program or multiple site submissions, please contact CMTCA.

## Site Visit Fees

The site visit fee covers the cost of either an in-person site visit or virtual site visit. A separate accreditation decision is issued to each site and/or program and a site visit is required for each site or program seeking accreditation.

### In-person Site Visit

- A survey team consisting of two surveyors and a CMTCA staff person will travel to the massage therapy program for a two-day accreditation review. The in-person site visit fee includes travel, accommodation, and meals for the survey team. The fee also includes honoraria paid to surveyors and a CMTCA administrative fee.
- An in-person site visit is invoiced in two installments. The first instalment is for \$5,548.81 and is invoiced 30 days prior to the visit. Payment of the first invoice must be received prior to receipt of the Accreditation Report. The second instalment is calculated based on the total cost including actual travel and accommodation costs. The second invoice is sent to the program within 60 days following the visit.

### Virtual Site Visit

- A survey team consisting of two surveyors and two CMTCA staff will conduct a three-day virtual accreditation review of the massage therapy program. The virtual site visit fee includes honoraria for two surveyors and a CMTCA administrative fee. For more information on virtual site visits, please refer to the [Virtual Site Visit Policy](#) document.
- A virtual site visit is invoiced 30 days prior to the start of the virtual site visit. Payment must be received prior to receiving the Accreditation Report.

## Appeal Fee

The appeal fee partially covers the administrative costs of reviewing an appeal of accreditation decision, including honoraria for three surveyors on the Appeal Panel who consider, analyse, evaluate, and report on the appeal. More information can be found in the [Appeal of Accreditation Decision Policy](#). This fee is invoiced following receipt of a Notice of Appeal and is due prior to appointment of an Appeal Panel.