

**Fee Structure for Review and Reauthorization of Educator Preparation Programs at Private Institutions of Higher Education**

<p align="center"><b>Cost per Review for a New Educator Preparation Program or Substantive Changes to an Existing Program</b>  <i>(note: This table is for reference only. In most cases, new and existing program review does not exceed \$400.00. Please contact the Academic Policy Officer for Educator Preparation for additional information.)</i></p>	
<p><b>Academic Policy Officer</b>  * hours at \$35.91/hour (salary &amp; benefits)</p> <ul style="list-style-type: none"> <li>• Communication and preparation ( hrs)</li> <li>• Travel and meetings ( hrs)</li> <li>• Document review ( hrs)</li> <li>• Preparation of report ( hrs)</li> <li>• Follow up 4 hrs)</li> </ul>	<p>* - Actual number of hours will vary based on extent of changes and development of program proposal. Contact Academic Policy Officer for Educator Preparation for additional information.</p>
<p><b>Asst. Deputy Director for Academic Affairs</b>  ** hours at \$58.63/hour (salary &amp; benefits)</p>	\$
<p><b>Total cost per review</b></p>	\$

<p align="center"><b>Cost per Reauthorization Visit</b>  (IHE pays for mileage/airfare, accommodations, and travel during the site visit)</p>	
<p><b>Academic Policy Officer</b>  60 hours at \$35.91/hour (salary &amp; benefits)</p> <ul style="list-style-type: none"> <li>• Communication and preparation (6 hrs)</li> <li>• Document review (4 hrs)</li> <li>• Preparation of report (22 hrs)</li> <li>• Follow up (4 hrs)</li> <li>• On-site visit (24 hrs)</li> </ul>	
<p><b>Asst. to the Executive Director</b>  1 hour at \$29.42/hour (salary &amp; benefits)</p> <ul style="list-style-type: none"> <li>• Preparation of agenda item</li> </ul>	
<p><b>Asst. Deputy Director for Academic Affairs</b>  51 hours at \$58.63/hour (salary &amp; benefits)</p> <ul style="list-style-type: none"> <li>• Communication and preparation (1 hrs)</li> <li>• Document review (4 hrs)</li> <li>• Preparation of report (20 hrs)</li> <li>• Follow up (2 hrs)</li> <li>• On-site visit (24 hrs)</li> </ul>	
<p><b>Honorarium to Local Team Member</b></p>	
<p><b>Hotel Accommodations, Airfare and/or Mileage for DHE Employees, Local Team Member, and CCODE Representative(s)</b></p>	
<p><b>Total cost per initial unit review</b></p>	

<b>Cost per Initial Review for a Private Institution that Proposes to Offer Educator Preparation for the First Time</b>	
<b>Academic Policy Officer</b> 17* hours at \$36.29/hour (salary & benefits) <ul style="list-style-type: none"> <li>• Communication and preparation (3 hrs)</li> <li>• Travel and meetings (4 hrs)</li> <li>• Document review (4 hrs)</li> <li>• Preparation of report (2 hrs)</li> <li>• Follow up (4 hrs)</li> </ul>	<i>* - Actual number of hours will vary based on extent of changes and development of program proposal. Contact Academic Policy Officer for Educator Preparation for additional information.</i>
<b>Asst. to the Executive Director</b> (for CCHE approval) 1 hour at \$29.42/hour (salary & benefits)	
<b>Asst. Deputy Director for Academic Affairs</b> 2 hours at \$58.63/hour (salary & benefits)	
<b>Total cost per initial unit review</b>	

Clause: DHE may refund the nonpublic institution after a review if a cost study shows the institution was overcharged. DHE reserves the right to adjust this fee structure based on actual costs.