

Policy on Review and Adjustment of CEPH Fees

The Council on Education for Public Health recognizes the importance of a financially sound organization, including the necessity of a balanced budget and maintenance of a reserve that is approximately 50% of the agency's operating budget. While it is the practice of CEPH to implement cost control measures whenever possible, it is important that the annual support fees and accreditation review fees keep pace with the continually increasing cost of agency operations. Therefore, it is the policy of the Council that:

1. The Executive Committee also serves as a Finance Committee. This committee reviews and approves all agency expenditures and presents an annual budget for approval by the full Council. The committee is also responsible for recommending support and accreditation fee increases, when appropriate. The summer Executive Committee meeting serves as the budget planning meeting.
2. A fee schedule is adopted annually by the Board of Councilors upon the recommendation of the Executive Committee and distributed in writing to all schools and programs in the early fall. The budget and fee schedule is adopted at the fall CEPH board meeting.
3. Annual support fees are paid by accredited schools and programs each calendar year, beginning with the calendar year following the accreditation decision. Annual support fees are reviewed annually by the Executive Committee, in the context of overall budget planning. The annual support fees increase at a rate of 3% each year unless the Executive Committee determines that they should remain the same or that a greater increase is necessary. Since the committee reviews budget projections for the next several years, when a greater increase is necessary, every effort is made to notify schools and programs as early as possible so that they may use the information for budget planning.
4. Accreditation review fees are payable by the school or program in the calendar year the on-site visit takes place and prior to the CEPH meeting at which the accreditation decision is made. These fees are to be reviewed by the Executive Committee at least every 3 years.
5. An applicant fee is payable by the school or program upon initial request for applicant status and every year that the institution remains in applicant status until the calendar year following the CEPH meeting at which the accreditation decision is made. The application fee is to be reviewed by the Executive Committee at least every 3 years.
6. A consultation fee is charged per day to the school or program following an on-site consultation visit by CEPH staff or a half-day in-office or web-based consultation by CEPH staff. This fee is to be reviewed by the Executive Committee at least every 3 years.
7. An initial application submission (IAS) fee is payable by the school or program seeking initial accreditation prior to the submission of the IAS for review.
8. Fees associated with in-person technical assistance events (e.g., accreditation orientation workshops, accreditation & education forums, express consultation) are payable by the school or program upon registration for the event.

Council on Education for Public Health
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