

Fees

A non-refundable fee is assessed for reviewing applications and maintaining records of programs. Fees may be paid with a credit card or check. The fee schedule is below.

FEE TABLE (effective January 1, 2015)

Type of Program	Not-for-profit*	For-profit
Traditional (Provider-Directed)		
First program date (by contact hours):		
• 3.0 hours or less	\$65	\$130
• 3.1-8.0 hours	\$70	\$135
• 8.1-13.0 hours	\$75	\$145
• 13.1-21.0 hours	\$85	\$155
• 21.1-31.0 hours	\$95	\$165
• Greater than 31 hours	\$110	\$180
Subsequent program (repeat) dates	\$13	\$26
Late fee (applications received less than 30 days prior to the course delivery date)	\$40	\$40
Non-traditional (Learner-Directed)		
1 year accreditation application fee	\$65	\$130
2 year accreditation application fee	\$130	\$260
Materials review fee (1 hour minimum)	\$13/credit hour	\$26/credit hour
Late fee (applications received less than 30 days prior to the course delivery date)	\$40	\$40

**Not-for-profit sponsors must provide their nine (9) digit federal tax ID number at the beginning of each application.*

Fees for AARC State Societies (Affiliates)

Only provider-directed programs (traditional programs) sponsored by AARC State Societies are exempt from application fees. Fees for nontraditional program applications are not waived. A late fee will be charged if the application is submitted within 30 days of the program date. Exempt programs include those in which the State Society assumes complete fiscal responsibility and access is available to all AARC members in the state. The AARC will make the final determination regarding waiving the fee.

Refunds

Fees paid for application review are not refundable.

Check Return Fees

A fee of \$125 will be assessed for each check returned from the bank for any reason.

Method of Payment

Payment must be submitted with the application. Check, money order, and credit cards (Visa, MasterCard, or American Express) are accepted. Checks and money orders should be payable to the AARC and sent to the AARC office. Applications will not be reviewed until after payment has been received.