

Candidacy/Accreditation Process and Certification in Healthcare, Quality & Safety & Population Health Management Related Fees Effective for Academic Year 2025-2026

The CAHME fee schedule is posted on www.cahme.org. In the event of discrepancies, the fee schedule as listed on the web site shall govern. CAHME reserves the right to alter fees at its discretion.

CAHME is a non-profit 501(c)3 organization. To maintain its mission of advancing the quality of healthcare management education, CAHME has created a schedule of fees. These fees underwrite costs related to the management and administration of the accreditation process and are established by the CAHME Board of Directors at its sole discretion. By applying for CAHME Accreditation or for CAHME Certification in Healthcare Quality and Safety and Population Health Management, programs agree to this fee schedule.

Eligibility – Programs begin the process of entering candidacy by filing an eligibility statement on the CAHME accreditation management port (CAMP).

- **Eligibility Fee \$2,650** – The Eligibility fee is payable on acceptance of the completed eligibility statement by CAHME administration. This fee covers the cost of eligibility review and initial consultation with the Program.
- **Annual Maintenance Fee \$850** – The Annual Maintenance Fee is payable by July 1st annually and applies to all programs applying for Candidacy. A program whose Eligibility Statement is accepted will be invoiced for the Annual Maintenance Fee for the coming year. This annual fee is charged once the Eligibility Statement has been accepted and will continue each year until the program is approved into Candidacy. The Annual Maintenance Fee covers the program's access to CAHME's internal systems of CARE (the annual report editor), CAMP (the accreditation management portal) and CARB (the benchmarking tool).

Candidacy Application – After the eligibility statement has been accepted, a Program may apply for Candidacy to CAHME using the CAMP system. An application for Candidacy must be submitted by October 15th to be reviewed at the Fall Candidacy Committee meeting and by February 15th to be reviewed at the Spring Candidacy Committee meeting.

- **Candidacy Application Fee \$5,700** – The Candidacy Application fee is payable upon submission of the completed application. This fee covers the administrative cost of Candidacy and consultation to determine the program's readiness to proceed into the self-study year.
- **Resubmission Period: 1 year**. If the Candidacy Application is sent back to the program for resubmission, the program has 1 year to resubmit their application with the necessary updates. If the Candidacy Application is resubmitted after this 1-year period, the program will be required to pay another eligibility fee.

Candidacy Period – The Candidacy Period begins upon acceptance of the Candidacy Application by the Candidacy Committee. The Candidacy Period will be used to develop the self-study document and to prepare for the initial accreditation site visit. Once accepted as a Candidate, a program must proceed towards accreditation.

Candidate programs may begin the self-study year only on the recommendation of the Candidacy Committee.

An annual fee is charged for each year that the program is in Candidacy status.

- **Candidacy Annual Fee \$3,050** – The Candidacy Annual Fee is payable by July 1st annually for each year that the program is in Candidacy status. A program that is granted Candidacy status at the Spring council meeting will immediately be invoiced the full annual fee for the coming year. A Candidate program that is granted Candidacy status at the fall Council meeting will immediately be invoiced for one-half the annual fee for the current year.
- **Each Additional Modality \$850** – An additional modality fee is charged in addition to the Candidacy Annual Fee, for each additional modality of the program. Supplemental modalities include: multi-campus programs; each delivery modality starting at 2nd (e.g. executive, online); multiple tracks; multiple degrees under same administration.

Initiation Fee

Upon recommendation by the Candidacy Committee of being ready for accreditation, the Candidacy Committee will recommend a self-study year and recommend a time period (such as Fall or Spring) for the accreditation site visit.

During the Self Study year, CAHME management will confirm with the program a site visit date and the site visitors. The program and CAHME will work to ensure that the dates are mutually acceptable to the site visit team and to the program. The program will also confirm that the selected site visit team does not have any conflicts of interest.

The site visit team is scheduled six months prior to the defined site visit date. The program must complete a draft of its Self-Study and submit it to CAHME no fewer than six weeks prior to this defined site visit date. The team requires the review of this draft in this time frame to enable the program to begin to address potential deficiencies. **The site visit team is not responsible for determining deficiencies prior to the site visit that may arise or that they may become aware of in the process of the site visit.**

CAHME maintains two cycles for conducting accreditation site visits. These cycles align with a typical academic year. The program is responsible for all site visitor expenses incurred. See “Site Visit Expenses” in the “Other Fees” section below for further information.

- **Initiation Fee \$10,150** - This fee is invoiced upon notification to the program of the self-study year, and the estimated time period for the initial accreditation site visit. It is used to underwrite the costs of accreditation, including scheduling, CAMP, processing, and overhead.

- **Initiation Fee Additional Modality \$1,550** – An additional modality fee is charged in addition to the Initiation Fee, for each additional modality of the program. Supplemental modalities include: multi-campus programs; each delivery modality starting at 2nd (e.g. executive, online); multiple tracks; multiple degrees under same administration. If the initiation fee for the additional modality is paid in Candidacy, it is NOT assessed again after becoming accredited. If the additional modality was not introduced in Candidacy, then the program is assessed for a Substantive Change application fee and New Track Initiation Fee for the additional modality when the application for the new track is submitted. In summary, this fee is not assessed more than once.
- **Second Tries \$5,075** - If a new program is not accredited on its first effort, it will pay for a subsequent round of review. The amount invoiced will be one-half of the amount of the Initiation Fee.

Accredited Program Fees

- **Annual Program Fees (fee varies are dependent upon the number of enrolled students – see table below)** – Each accredited program is assessed an annual fee. The annual program fee covers a portion of the fixed operating costs of CAHME, as well as the cost of preparing and distributing the Official List of Accredited Programs and other free public documents.

Enrolled Students	Fee
1-75	\$6,100
76-200	\$6,550
201-350	\$7,200
351-500	\$7,950
>500	\$7,950 & \$6.00 / student (over 500)

Re-accredited programs: Annual fees are due on July 1 of each fiscal year.

Newly accredited programs:

- **Fall notification:** A Candidate program that is granted initial accreditation at the fall Board of Directors meeting will be invoiced one-half the annual fee by December 1, to cover the remaining period of the current year. They will be invoiced the full annual fee on July 1, as per the fee schedule, for the upcoming year.
- **Spring notification:** A Candidate program granted initial accreditation at the Spring Board of Directors Meeting will be invoiced the full annual fee for the upcoming year.
- **Each Additional Modality \$950** – An additional modality fee is charged annually in addition to the Annual Program Fee, for each additional modality of the program. Supplemental modalities include: multi-campus programs; each delivery modality starting at 2nd (e.g. executive, online); multiple tracks; multiple degrees under same administration.

Other Fees

- **Substantive Change Application Fee \$550** – If a program’s additional modality was not introduced initially within Candidacy, then a program will have to complete a Substantive Change application for the new track. The Substantive Change Application fee is payable upon submission of the completed application.
- **New Track Initiation Fee \$1,000** – A program is invoiced for this fee upon approval of the substantive change by the Substantive Change Committee.
- **Consultative Campus Visit \$3,200 (per day) plus expenses incurred** – This would be a fee for any request for a consultative campus visit outside of the typical site visits that are scheduled. This fee will be invoiced at the time of confirmation of the campus visit date.
- **Site Visit Delay Fee \$4,450** - Programs undergoing re-accreditation may request a delay of the site visit for either six (6) months or one (1) year. Programs need to submit a letter detailing the cause of the delay. A program that is granted a delay of the Site Visit will be responsible for a site visit delay fee. This fee is payable immediately after the delay is granted.

Management may approve a 6-month delay. A 1-year delay requires Board approval. Time of delay is subtracted from the length of the approved accreditation renewal. For example, if the program was awarded a 7-year accreditation term, if a site visit delay was requested in preparation for the site visit, the 7-year term would begin from the date in which the site visit was initially scheduled (i.e. 6 years from the actual site visit).

- **Site Visit Expenses (fees vary)** - Travel and accommodation expenses for the core site visit team are to be borne by the Program. CAHME, in consultation with the program, may send an observer on the site visit who is being trained as a site visitor. Observer costs are not the responsibility of the program.

All expenses for site visitors will be invoiced following the program visit. These costs include travel, lodging, and food. CAHME will directly reimburse the site visitors for expenses; the program will reimburse CAHME. At its discretion, programs may make hotel accommodation (and payment) directly to the hotel. Such arrangements should be coordinated with CAHME management.

The site visit expenses are due and payable within 30 days of receipt. CAHME will provide receipts for all travel expenses.

- **Desk Review Fee \$10,150** – The Substantive Change Committee may recommend a desk review to evaluate if a second modality fits under the current accreditation determination. A desk review fee will be invoiced upon acceptance of the desk review by the program. Desk reviews will be performed virtually.

Appeal Fees

- **1st Level Appeal \$9,800** – Programs wishing to pursue a First Level Appeal of an accreditation program must submit the First Level Appeal Fee along with the notice of intent to appeal. This fee covers all direct and indirect costs CAHME will incur as a result of the appeal.
- **2nd Level Appeal (all direct and indirect costs)** – In the case of a Second Level Appeal, the plaintiff program will bear all reasonable direct and indirect costs (including transportation, accommodations, meals, printing, shipping, and legal fees for both the program and CAHME), regardless of the outcome. An estimation of anticipated costs, which can be substantial, will be provided to the plaintiff program prior to the program's decision to pursue a second level appeal.

Late and Credit Card Fees

Late Fees for Reports - Programs submitting Candidacy Status Reports, Annual Program Reports, Progress Reports, or Self-Study Documents after the due date will incur a fee. An additional fee will be assessed for each 30-day period after the due date until the report is submitted.

- **These fees will be invoiced the day after the report is due.**
- **Late Fees for submission of reports:**
The annual report, and other reports required for accreditation, are an essential part of CAHME's responsibility to ensure that programs are meeting the requirements of accreditation. It is the responsibility of programs to ensure that reports are on time. The Board may select to remove accreditation if reports are not issued in a timely manner. The Board also may assess the following fees for submission of late reports:
 - Annual program reports/self-study reports/progress reports **\$750**
 - Each Additional Month Late **\$250**

Late Fees for Delinquent Payments and Convenience Fees

- **Late Fee.** \$250 per month will be assessed for invoices not paid within 90 days.
- **Convenience Fee** – A fee of 4% will be appended to any invoice paid by credit card.

Miscellaneous Fees

- **Administrative Fees** - CAHME may provide services at the request of an individual, a program, university, or another organization. These services will be billed at an hourly rate reflecting the costs of providing the service. An estimate for the services will be given at the time of the request.
- **Publication Fees** - The Official List of Accredited Programs and the Criteria for Accreditation are available at no charge on www.cahme.org. The *Self-Study Handbook* and *Handbook of Policies and Procedures* are available at www.cahme.org. Programs are solely responsible for printing and distribution of materials.

Core Learning Center Annual Subscription

The Core Learning Center (CLC) is an online learning tool used to provide useful content to assist in the accreditation process for programs that are interested in applying to be accredited, programs going through the process, those who are preparing for reaccreditation or would like to stay in the know of CAHME updates. The CLC subscription starts from the date on which payment has been received and ends one year later. The subscription fee includes access for 5 users.

- **Accredited programs & programs in the process of accreditation \$2,250** – This rate is for Programs with an application in process, accredited programs, as well as programs in the process of reaccreditation.
- **All other programs \$2,850** – This rate is for Programs that have not yet begun the process of applying for CAHME accreditation.

Certification Fees

- **Healthcare Quality and Safety** - Since the Accreditation Process for HQS became available as of January 31, 2020, CAHME is no longer taking applications for Certification for HQS. Ongoing CAHME Certification fees for Founding Members will be the HQS Founding member annual fee (\$4,900). Founders can maintain certification if meeting requirements until Accreditation is awarded.
- **Population Health Management** - Since the Accreditation Process for PHM became available as of May 18, 2023, CAHME is no longer taking applications for Certification for PHM. Ongoing CAHME Certification fees for Founding Members will be the PHM Founding member annual fee (\$4,900). Founders can maintain certification if meeting requirements until Accreditation is awarded.

Programs will not be designated as accredited until all fees are paid. CAHME By-Laws state that any program who is in default of dues, required contributions or assessments for more than 90 days shall be terminated automatically according to such rules and procedures as the Board of Directors or their designee. The decision of the Board is final.