

SCHEDULE OF FEES

Revised Schedule of Fees, Effective January 2024

Fees charged by the CAAM-HP

As set out in the document, *Procedures of the CAAM-HP*, one of the important functions of the CAAM-HP is to determine fees payable by institutions in connection with the accreditation of their programmes. In addition, one of the sources of revenue is derived from earnings for services provided by the Authority. Recent experiences have revealed the need for the revision of fees.

Effective January 1, 2024

1. Schools applying for Candidacy for the first time pay an administrative fee of **US\$5,000.00**.
2. Schools applying for accreditation for the first time pay an administrative fee of **US\$20,000.00; US\$3,000.00 for each additional campus; US\$5,500.00 per clinical affiliate to be visited on each visit.**
3. Schools with accredited programmes pay an annual fee of **US\$3,000.00 for every 100 new students admitted in a calendar year.**
4. Schools re-applying for accreditation (that is, schools which previously lost accreditation) will be required to pay an administrative fee of **US\$20,000.00**.
5. At the time a school submits a Notice of Appeal it must also submit a fee of **US\$25,000.00** as a deposit on the payment of costs including any legal expenses that the Authority might incur in carrying out arrangements for the conduct of the appeal. If the final cost of the appeal is less than the deposit, CAAM-HP will refund the school the excess funds. If the expenses exceed the amount of the deposit, CAAM-HP will bill the school for the additional funds.
6. Schools in non-CARICOM member countries requesting accreditation services from CAAM-HP are required to pay the administrative fee of **US\$25,000.00 plus a service fee of US\$15,000.00. For the Spanish-speaking countries an additional cost for interpretation services will be included.**
7. Schools requesting consultation services from CAAM-HP are required to pay a fee of **US\$20,000.00** in addition to meeting the consultant's (Secretariat staff) airfare and accommodation costs.

8. **CAAM-HP** charges fees for an accreditation review which include travel and accommodation costs and honorarium for site visit teams. An administrative fee of **US\$15,000.00** will be included in the budget for each visit.
9. Team chairs and team secretaries receive an honorarium of **US\$400.00 per day each and team members receive US\$300.00 per day**. In addition, the team secretary receives **US\$1,500.00 for preparation of the site visit report**.
10. Governments applying to the National Committee on Foreign Medical Education and Accreditation (NCFMEA) of the US Department of Education for initial determination and re-determination of comparability will be required to pay CAAM-HP an administrative fee of **US\$20,000.00**.
11. Schools/institutions wishing to have accreditation standards developed for a special/particular programme will be required to pay a fee of **US\$25,000.00**.
12. **An honorarium of US\$1,500.00** will be paid to the CAAM-HP Chair at the end of each year of his/her tenure.
13. The CAAM-HP reserves the right to withdraw its services to CARICOM countries that are not up to date with their annual quota contributions.