

The basic logic of the fee structure is the following:

1. **An annual "Authority to Recommend Licensure" fee**—We spend a good deal of time working with programs to answer questions about ROPA regulations and providing information on the program throughout the year. Programs that are able to "recommend" candidates for licensure become accredited and this provides them with a benefit for recruiting and retaining students. This fee would serve as an annual fee.

**Proposal--\$1000**

2. **New Program Initiation Fee**—When an institution proposes a new program a visit to the site is required. We suggest a fee to cover the preparation and review of the new proposal.

**Proposal--\$2000**

3. **Visit Fee**—A typical ROPA review consists of a 4 hour preliminary meeting (about 4 weeks prior to the visit), a two-day on-site visit, and a follow-up report. A typical review team consists of 3-5 members of the field and 2 AOE representatives. Each (non-AOE) team member receives a \$100 stipend. There are additional mileage costs for the team to travel to the preliminary meeting and for Hotel and dinner for AOE staff on the visit. (Currently, the program only pays for food for the team, but no AOE staff. AOE staff are paid out of the EQ Budget).

**Proposal--\$1500**

4. **Review Fee based upon number of program completers**—Another way to consider an institution's ability to absorb the cost is to set the review fee based upon the number of program completers. Programs with larger number of completers typically are more complex, have more endorsements, and take more time to review.

**Proposal--\$25 per program completer**

5. **Two-year Report Fee**—New and existing programs must submit a two-year progress report to the AOE. Review of this report and presentation of the report to the Standards Board takes considerable time. The Standards Board retains the option of not requiring a two-year report for programs that demonstrate excellence.

**Proposal--\$500**

On an annual basis, a program would be responsible for submitting only the **\$1000** authority to recommend licensure fee to the agency. A review is completed every seven years. On a review year this proposal would require the review fee (**\$25 per student who completes a program for the last seven years**) and the visit fee (**\$1500**). In the third year of a cycle, most programs will be required to submit a two-year report. This would be an additional **\$500**.

Year	Authority to Recommend Licensure Fee	Average Annual Completers	Review Fee--Cost per completer (\$25 per completer)	Visit Fee	Two-Year Report Fee	Total
1	1000	10 (for this example)	250 (10 completers x \$25 per completer)	1500	0	4250
2	1000	10	250	0	0	1000
3	1000	10	250	0	500	1500
4	1000	10	250	0	0	1000
5	1000	10	250	0	0	1000
6	1000	10	250	0	0	1000
7	1000	10	250	0	0	1000
<b>Total</b>	<b>7000</b>	<b>70</b>	<b>1750</b>	<b>1500</b>	<b>500</b>	<b>10750</b>

In this scenario, the total institutional cost over seven years would be \$10,750, or an average of about \$1500 annually. An additional fee would be incurred if the institution decided to initiate a new program.

Below is the best estimate of the costs per institution over the full seven-year cycle.

Institution	Total Authority to Recommend Licensure Fee	Average Annual Completers (based on 2011/12-2013/14 Title II reporting)	Approximate Total Completers over 7-year cycle	Review Fee-- Cost per completer (\$25 per completer)	Visit Fee	Two-Year Report Fee	Total Seven Year Fees
VTC	7000	8	56	1400	1500	500	10400
Spark	7000	4	28	700	1500	500	9700
UVEI	7000	15^	105	2625	1500	500	11625
TAP	7000	26	182	4550	1500	500	13550
Middlebury	7000	6	42	1050	1500	500	10050
UVM	7000	25*	175	4375	1500	500	13375
Goddard	7000	11	77	1925	1500	500	10925
CSJ	7000	6	42	1050	1500	500	10050
GMC	7000	5	35	875	1500	500	9875
Champlain	7000	21	147	3675	1500	500	12675
Norwich	7000	6	42	1050	1500	500	10050
Peer Review	7000	55	385	9625	1500	500	18625
SMCVT	7000	62	434	10850	1500	500	19850
CSU	7000	41	287	7175	1500	500	16175
JSC	7000	34	238	5950	1500	500	14950
VCFA	7000	15#	105	2625	1500	500	11625
LSC	7000	19	133	3325	1500	500	12325
<b>Totals</b>	<b>119000</b>	<b>359</b>	<b>2513</b>	<b>62825</b>	<b>25500</b>	<b>8500</b>	<b>215825</b>

^ Program estimate

\* Program estimate; includes only Art, Music, and undergraduate Special Education completers. All other endorsements are accredited by CAEP.

# Program estimate; this program has just enrolled its first cohort of seven students. It hopes to be in the neighborhood of 20-25 students per cohort in a short time. I have used 15 completers as an estimate.

This analysis does not include the new program initiation fee. Statewide, we would expect approximately 3 new program applications annually, resulting in \$6000 in additional revenue and the associated visit fees; however, this would likely vary from year to year. If we assumed \$6000 in new program initiation fees annually, this would result in additional revenue of \$42,000 over the course of a seven year cycle. For each new program, there is an automatic two-year review. Each two-year review has an associated \$500 fee, resulting in an additional \$1500 in revenue in years 3-7 of a cycle, or \$7500. The total revenue associated with new programs is estimated to be \$49,500.

Year	New Program Initiation Fee (assuming 3 new programs annually)	Two-Year Report Fee	Total
1	6000	0	6000
2	6000	0	6000
3	6000	1500	7500
4	6000	1500	7500
5	6000	1500	7500
6	6000	1500	7500
7	6000	1500	7500
<b>Total</b>	<b>42000</b>	<b>7500</b>	<b>49500</b>

**Total Revenue**

The total revenue of a seven year cycle with review fees based upon \$25 per completer would be \$265,325.

Fee	Seven Year Total
Authority to Recommend Licensure Fee	119000
Review Fee (@ \$25 per completer)	62825
Visit Fee	25500
Two-Year Report Fee	8500
New Program Initiation Fee	42000
New Program Two-Year Report Fee	7500
<b>Total</b>	<b>\$265325</b>

**Impact**

Assuming 1.0 FTE to cost \$60,000 (salary and benefits), over the course of a 7 year cycle, this would total \$420,000. The total program revenue would account for about 63% of the staffing costs.